

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

OCT 25 1967

PLANT AND OPERATIONS MEMORANDUM NO. 106

Compliance with Procurement Regulations

The Comptroller General, in his decisions on two recent bid protest cases, criticized the contract administration involved. The two cases represent:

1. Failure to comply with the procurement regulations requiring that in all negotiated procurements (a) notice of changes must be given to all offerors, and (b) an administrative record must be made of all oral advice given to offerors.
2. Restrictive Specifications. The restriction was a modification of a Federal Specification. The protest was made prior to bid opening. The Contracting Officer did not analyze the conclusion of the requiring activity that the restriction was necessary.

There has been an increase in the number of protests by bidders. The number of contract appeals has increased. We hope that this is not symptomatic of a general relaxation in contract administration. Nonetheless, all of us must be concerned that our contract administration practices are sound. Accordingly, agencies shall review their contracting activities to assure that:

1. Adequate assistance is given the Contracting Officer in making the many decisions for which he is responsible in the negotiation, award, and administration of contracts. Any contract requires team work. The Contracting Officer cannot play the game alone.
2. Adequate support by management is given the Contracting Officer to assure that requiring activities respond to his need for facts expressed in such a way that he can understand their requirements. We have no legal basis for buying more than our minimum requirements. The Contracting Officer must be satisfied that the requirements are real needs.

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PROCUREMENT 50

UNITED STATES OF AMERICA
DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

MEMORANDUM FOR THE DIRECTOR
SUBJECT: [Illegible]

The following information was obtained from a review of the files of the [Illegible] and [Illegible] and is being furnished to you for your information.

1. [Illegible]
2. [Illegible]
3. [Illegible]

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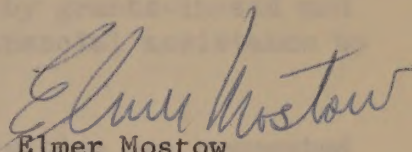
1. [Illegible]
2. [Illegible]
3. [Illegible]

The [Illegible] of the [Illegible] is [Illegible]. The [Illegible] of the [Illegible] is [Illegible]. The [Illegible] of the [Illegible] is [Illegible].

3. There is full compliance with the Federal Procurement Regulations requiring documentation of all actions in the negotiation, award, and administration of contracts. These are common sense requirements to assure that there is a written record of the facts in any action affecting a contract.
4. All offerors are afforded an equal opportunity to compete on a common basis. Oral information given to any offeror or bidder must be reduced to writing and be given to all competing for the contract. No one can be denied the right to compete unless debarred or suspended.

This review shall be completed by December 1, 1967.

Any questions concerning this memorandum should be directed to Mr. Gunther, Contract and Procurement Management Division, Extension 7527.


Elmer Mostow
Director

3. There is full compliance with the Federal Procurement Regulations regarding documentation of all actions in the negotiation, award, and administration of contracts. There are common sense requirements to assure that there is a written record of the facts in any action affecting a contract.

4. All bidders are afforded an equal opportunity to compete on a common basis. Oral information given to any bidder or bidder must be reduced to writing and be given to all competitors for the contract. No one can be denied the right to compete unless denied or suspended.

This review shall be completed by December 1, 1967.

Any questions concerning this memorandum should be directed to Mr. Gancher, Contract and Procurement Management Division, Washington 20537.

Elmer Heston
Elmer Heston
Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

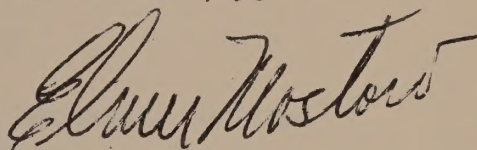
November 22, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 107

Use of GSA Supply Sources by Grantees
of Federal Agencies

GSA Bulletin FPMR A-17 dated November 7, 1967, provides information concerning the use of GSA sources of supply by grants-in-aid and other grant activities which are provided financial assistance by Federal agencies.

Agencies of the Department having grant activities are requested to advise this Office of those programs under which grantees should be authorized to use GSA sources of supply. Prior to the use of these sources by grantees, agencies shall prepare proposed implementing regulations and submit them to the Director, Office of Plant and Operations, for review and approval. Requests for assistance in preparing regulations or questions concerning this memorandum should be directed to George Lough, Extension 7893.



Elmer Mostow
Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 24, 1967

PLANT AND OPERATIONS MEMORANDUM NO. 108

Advisory Committee on Copy Production

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OFFICE OF
PLANT AND OPERATIONS
Director's Files

There is hereby established a committee of agency representatives to advise the Director of Plant and Operations on matters relating to copy production. The function of such a group will include the continuing evaluation of the central copy and duplicating services, recommending desirable changes in the services, and advising of the effectiveness of such services.

The membership of the Committee is as follows:

Lincoln F. Gallacher, Soil Conservation Service (Chairman)
to serve to December 31, 1969

Clyde E. Wetherington, Agricultural Stabilization and
Conservation Service
to serve to December 31, 1969

Forrest A. Fraley, Consumer and Marketing Service
to serve to December 31, 1969

Wells E. Ludlow, Rural Electrification Administration
to serve to December 31, 1968

William F. Hice, Forest Service
to serve to December 31, 1968

Meetings of the Committee may be called by either the chairman or the Director of Plant and Operations.

In order to rotate agency representation and give continuity to the group, members have been designated for specified terms.

Elmer Mostow
Elmer Mostow
Director

DIRECTIVES 6

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 24, 1957

OFFICE OF PLANT AND OPERATIONS

NOV 24 1957

FILED

OFFICE OF
PLANT AND OPERATIONS

ADVISORY COMMITTEE ON COPY PRODUCTION

There is hereby established a committee of agency representatives to advise the Director of Plant and Operations on matters relating to copy production. The function of such a group will include the coordinating evaluation of the material copy and suggesting necessary amendments, desirable changes in the service, and advising of the effectiveness of such service.

The membership of the Committee is as follows:

Lincoln E. Kitchner, both Conservation Service (Chairman)
to serve to December 31, 1959

Clyde E. Richardson, Agricultural Administration and
Conservation Service
to serve to December 31, 1959

Torrey A. Bailey, Forestry and Wildlife Service
to serve to December 31, 1959

Walter E. Taylor, Rural Electrification Administration
to serve to December 31, 1959

William E. Allen, Forest Service
to serve to December 31, 1959

Meetings of the Committee may be called by either the chairman or the Director of Plant and Operations.

In order to make agency representation and give continuity to the group, members have been designated for specified terms.

Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 26, 1969

PLANT AND OPERATIONS MEMORANDUM NO. 108, REVISED

Advisory Committee on Copy Production

On November 24, 1967, we established a committee of agency representatives to advise the Director of Plant and Operations on matters relating to copy production. The functions of the group include the continuing evaluation of the central copy and duplicating services, recommending desirable changes in the services, and advising of the effectiveness of such services.

In order to rotate agency representation and give continuity to the group, members were designated for specified terms. Two memberships have since expired.

The new membership of the Committee is as follows:

Lincoln F. Gallacher (Chairman)
Soil Conservation Service
to serve to December 31, 1969

Clyde E. Wetherington
Agricultural Stabilization & Conservation Service
to serve to December 31, 1969

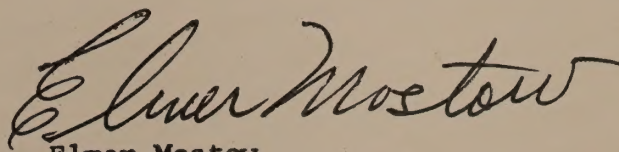
Forrest A. Fraley
Consumer and Marketing Service
to serve to December 31, 1969

Joseph Zuessman
Office of Management Services
to serve to December 31, 1970 *

Cylar H. Van Natta
Farmers Home Administration
to serve to December 31, 1970 *

Meetings of the Committee may be called by either the Chairman or the Director of Plant and Operations.

* New members.


Elmer Mostow
Director

DIRECTIVES 6

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 26, 1969

PLANT AND OPERATIONS MEMORANDUM NO. 108, REVISED

Advisory Committee on Copy Production

On November 24, 1967, we established a committee of agency representatives to advise the Director of Plant and Operations on matters relating to copy production. The functions of the group include the continuing evaluation of the central copy and duplicating services, recommending desirable changes in the services, and advising of the effectiveness of such services.

In order to rotate agency representation and give continuity to the group, members were designated for specified terms. Two memberships have since expired.

The new membership of the Committee is as follows:

Lincoln F. Gallacher (Chairman)
Soil Conservation Service
to serve to December 31, 1969

Clyde E. Wetherington
Agricultural Stabilization & Conservation Service
to serve to December 31, 1969

Forrest A. Frisley
Consumer and Marketing Service
to serve to December 31, 1969

Joseph E. Sussman
Office of Management Services
to serve to December 31, 1970 *

Clyde H. Van Natta
Farmers Home Administration
to serve to December 31, 1970 *

Meetings of the Committee may be called by either the Chairman or the Director of Plant and Operations.

* New members.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 26, 1970

PLANT AND OPERATIONS MEMORANDUM NO. 108, REVISED

Advisory Committee on Copy Production

On November 24, 1967, we established a committee of agency representatives to advise the Director of Plant and Operations on matters relating to copy production. The functions of the group include the continuing evaluation of the central copy and duplicating services, recommending desirable changes in the services, and advising of the effectiveness of such services.

We have expanded the committee assignment to include oversight of all our printing, reproduction, and copying activities.

The membership of the Committee is as follows:

Lincoln F. Gallagher (Chairman)
Soil Conservation Service
to serve to June 30, 1971

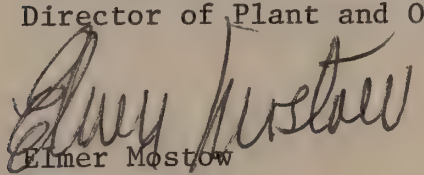
Clyde E. Wetherington
Agricultural Stabilization and Conservation Service
to serve to December 31, 1971

Forrest A. Fraley
Consumer and Marketing Service
to serve to June 30, 1971

Joseph Zuessman
Office of Management Services
to serve to December 31, 1971

Cylar H. Van Natta
Farmers Home Administration
to serve to December 31, 1971

Meetings of the Committee may be called by either the Chairman or the Director of Plant and Operations.


Elmer Mostow
Director

DIRECTIVES 6



DIRECTOR 6
REPRODUCTION

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 26, 1969

PLANT AND OPERATIONS MEMORANDUM NO. /

Advisory Committee on Copy Production

Director's File

On November 24, 1967, we established a committee of agency representatives to advise the Director of Plant and Operations on matters relating to copy production. The functions of the group include the continuing evaluation of the central copy and duplicating services, recommending desirable changes in the services, and advising of the effectiveness of such services.

In order to rotate agency representation and give continuity to the group, members were designated for specified terms. Two memberships have since expired.

The new membership of the Committee is as follows:

Lincoln F. Gallacher (Chairman)
Soil Conservation Service
to serve to December 31, 1969

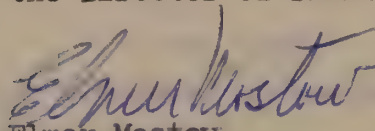
Clyde E. Wetherington
Agricultural Stabilization & Conservation Service
to serve to December 31, 1969

Forrest A. Fraley
Consumer and Marketing Service
to serve to December 31, 1969

Joseph Zuessman
Office of Management Services
to serve to December 31, 1970*

Cylar H. Van Natta
Farmers Home Administration
to serve to December 31, 1970*

Meetings of the Committee may be called by either the Chairman or the Director of Plant and Operations.


Elmer Mostow
Director

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* New members.

DIRECTOR

March 26, 1959

COMMITTEE MEMORANDUM NO.

Committee on Copy Production

established a committee of agency representatives
of Plant and Operations or matters relating to copy
production of the group include the continuing evaluation
of the effectiveness of each service.

agency representation and give continuity to the work.
The committee have also

of the committee in as follows:

Lincoln E. Gilchrist (Chairman)
Total Administration Service
to serve to December 31, 1959

Olive D. Westmeyer
Total Administration Service
to serve to December 31, 1959

Pat A. Taylor
to serve to December 31, 1959

to serve to December 31, 1959

W. H. W. W. W.
to serve to December 31, 1959

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 13, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 108, REVISED

Advisory Committee on Reproduction and Copying

FILED
OFFICE OF PLANT AND OPERATIONS
DIRECTOR'S FILE

On October 26, 1970, we expanded the function of the Committee on Copy Production to include oversight of all reproduction and copying activities under the control of this office. The title of the Committee has been changed to collect this added responsibility.

Membership of the Committee is as follows:

Lincoln F. Gallacher (Chairman)
Soil Conservation Service
to serve to December 31, 1972

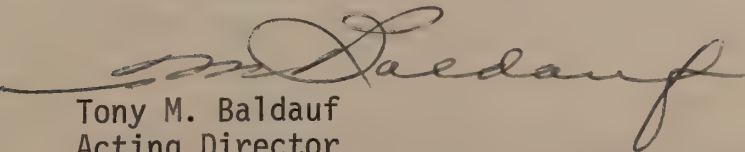
Lewis Calderon
Agricultural Stabilization and Conservation Service
to serve to December 31, 1972

Edward J. Baker
Consumer and Marketing Service
to serve to December 31, 1972

Joseph Zuessman
Office of Management Services
to serve to December 31, 1972

William F. Hice
Forest Service
to serve to December 31, 1972

Meetings of the Committee may be called by either the Chairman or the Director of Plant and Operations.


Tony M. Baldauf
Acting Director

DIRECTIVES 6

REPRODUCTION 3



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 11, 1973

PLANT AND OPERATIONS MEMORANDUM NO. 108, REVISED

Advisory Committee on Reproduction and Copying

The Advisory Committee on Reproduction and Copying was first established in 1970 and revised on December 13, 1971. The Committee advises the Director of Plant and Operations on all reproduction and copying activities. The following individuals will serve on the committee through June 30, 1974.

Lincoln F. Gallacher
Soil Conservation Service

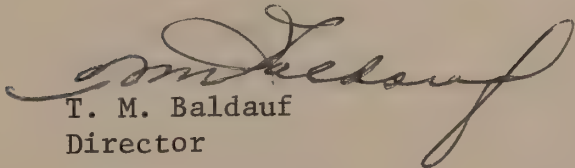
Lewis Calderone
Agricultural Stabilization and
Conservation Service

Glenn R. Durst
Agricultural Marketing Service

Joseph Zuessman
Economic Research Service
(also represents OMS)

M. J. Mattie
Animal and Plant Health
Inspection Service

Meetings of the committee will be called by the Director of Plant and Operations.


T. M. Baldauf
Director

This memorandum supersedes Plant and Operations Memorandum No. 108, Revised, dated 12/13/72.

DIRECTIVES 6



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 25, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 109

Cut Property Costs - Operation Phone Call

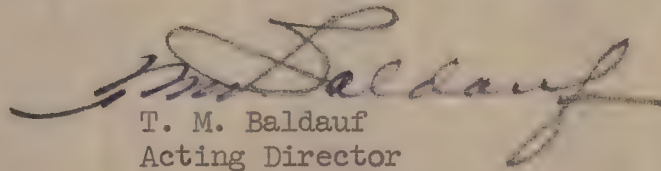
A Memorandum from the Secretary to Heads of Department Agencies (Page 2 of attached flyer), directs that renewed effort be given to cutting the costs of personal property and telecommunications.

The plan of action to carry out this directive is stated on the reverse hereof. The required actions should be initiated immediately. The indicated reports are to be submitted to this Office by April 1, August 1, and December 1.

The attached flyer is for the purpose of alerting all field offices to this renewed effort. The flyer should be sent to every field office where the cost of the inventory of, or annual usage of, personal property and/or telecommunications might be reduced.

A new poster has been produced. It continues the now-familiar "Use it up - Make it Do - Do Without" theme with the message to "Sharpen Up" property cost cutting efforts. It should receive wide distribution.

If you need more flyers, more posters, or more information, please contact the Supply and Property Management Division. The telephone number is Area Code 202, 388-7893 (IDS Code 111, Extension 7893).


T. M. Baldauf
Acting Director

Attachments

DIRECTIVES 6
TELECOMMUNICATIONS 4

PLAN OF ACTION

ACTIONS REQUIRED

1. Complete a reasonable number of value analysis projects in 1968. This is to analyze the function of equipment and supplies to find ways to accomplish the function at less cost. There are many worthwhile projects that could be undertaken in every agency.

REPORTS REQUIRED (for actions during each reporting period)

Describe briefly the value analysis projects initiated. Indicate the payouts, anticipated and/or accomplished.

2. Tighten Control Over Purchases of Property. The President directed that this be done in his memorandum to heads of agencies of September 16, 1966. There is still room for tighter controls. Examine whether the level of centralized approval and/or purchasing is adequate. Can you be certain that purchasing follows a "make do" philosophy--that all purchases are screened at management levels.

Describe studies of purchasing systems undertaken and the system changes made to assure adequate control and/or to assure optimum economy and efficiency in buying.

3. Undertake Appropriate Special and Continuing Studies of Changing Equipment Technology. If we focus technological development, our property needs tend to be met through invention, innovation, and development. The rate of technological development demands that more time be given to study of what is new and its meaning to the conduct of agency operations. Periodic reports on what is new should be made to management.

List assignments of responsibility made for study of technological development, the equipment fields selected for development effort, and the results expected or obtained.

4. Plan Equipment Reserves and Stores Inventories. The Control System should equate inventory with standards of need or replenishment. The economic Order Quantity policies in stores inventory management must be followed.

List studies of inventory and equipment reserves initiated, locations being studied, and describe reductions in inventory achieved.

5. Reduce the cost of every telephone system. No system needs all the buzzers, private lines, speaker phones, and the like that tend to clutter up any system. Require each Office to study its system and to report some savings brought about by reducing equipment to that clearly necessary.

State cost reduction made in telecommunications and explain how achieved.

CUT PROPERTY COSTS

USE IT UP

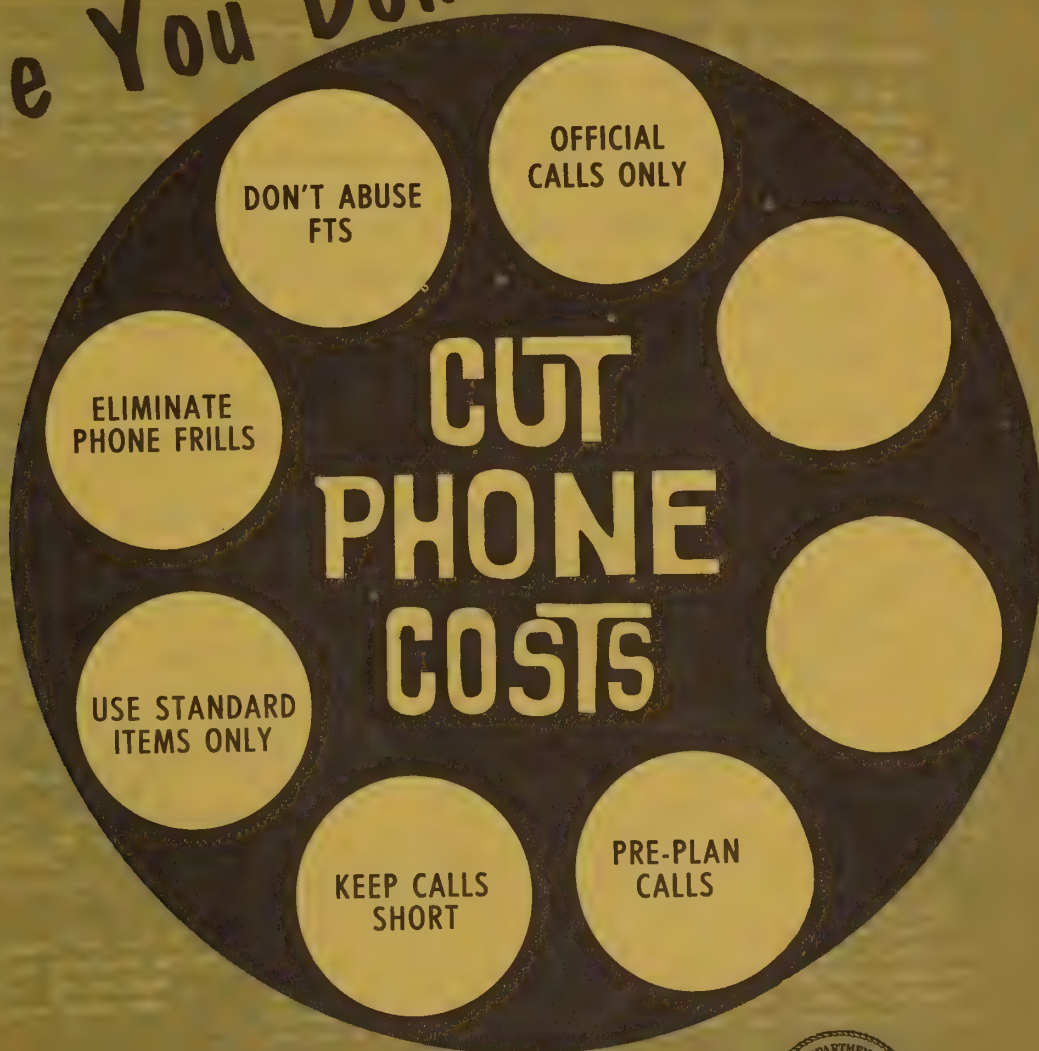
wear it out

Make it Do

DO WITHOUT

COST CUTTING TIPS

What Have You Done Lately?



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 25, 1968

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Cut Property Costs - Operation Phone Call

On September 29, 1966, I asked you to give immediate attention to the Property Cost Reduction Program. You responded wonderfully. We cut property costs by over \$12,800,000 in Fiscal Year 1967.

On May 19, 1966, I asked you to give Operation Phone Call your backing and support. This you did. The elimination of telecommunication equipment in Fiscal Year 1967 resulted in a yearly saving of \$71,000.

But to paraphrase a well-known punch line, I must ask you: What have you done lately?

We need to put new life into these programs.

I have asked the Director of Plant and Operations to present to you a new plan of action--a series of actions that will assure that the Property Cost Reduction Program and Operation Phone Call are given renewed vigor.

We must sustain these efforts to reduce costs.

I ask that each of you give this matter your continuing attention.



A MESSAGE -

TO - those who control equipment, supplies and telephones
TO - those who use equipment, supplies, and telephones
TO - property and telecommunications managers

The Secretary's latest memorandum on cutting costs of property and telephones is reproduced on the opposite page.

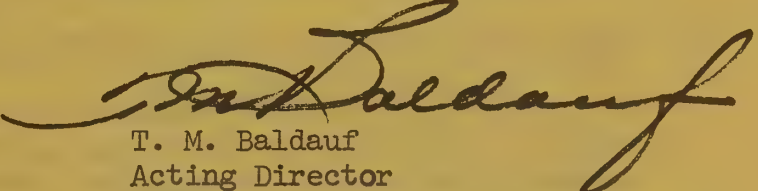
Our Department Property Cost Reduction Committee, assisted by agency telecommunications specialists, has developed a new plan of action to carry out the Secretary's instructions. This plan is shown on page 4 hereof.

Each of you who control equipment and supplies, whether you purchase, operate, or manage them, must take positive action. You are required to cut costs. You are asked to give us your ideas on how to cut property and telephone costs. You must continue your efforts to "Use it up, wear it out, make it do, or do without".

Act now!

Cut property and telephone costs!

Give us your ideas!


T. M. Baldauf
Acting Director
Office of Plant and Operations

PLAN OF ACTION

1. Complete a Reasonable Number of Value Analysis Projects in 1968.

This is to analyze the function of equipment and supplies to find ways to accomplish the function at less cost. There are many worthwhile projects that could be undertaken in every agency.

2. Tighten Control Over Purchase of Property.

The President directed that this be done in his memorandum to heads of agencies of September 16, 1966. There is still room for tighter controls. Examine whether the level of centralized approval and/or purchasing is adequate. Can you be certain that purchasing follows a "make do" philosophy--that all purchases are screened at management levels.

3. Undertake Appropriate Special and Continuing Studies of Changing Equipment Technology.

If we focus technological development, our property needs tend to be met through invention, innovation, and development. The rate of technological development demands that more time be given to study of what is new and its meaning to the conduct of agency operations. Periodic reports on what is new should be made to management.

4. Plan Equipment Reserves and Stores Inventories.

The Control System should equate inventory with standards of need or replenishment. The Economic Order Quantity policies in stores inventory management must be followed.

5. Reduce the Cost of Every Telephone System.

No system needs all the buzzers, private lines, speaker phones, and the like that tend to clutter up any system. Require each Office to study its system and to report some savings brought about by reducing equipment to that clearly necessary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 28, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 110

Essential Residence Telephone Service In Time Of Emergency

Attached is Federal Property Management Temporary Regulation F-13. This regulation authorizes USDA agencies, among others, to request their General Services Administration Regional Office to arrange with local telephone companies to place the residential telephone of selected personnel on "line load control." This feature provides these individuals unlimited access to the commercial telephone network during periods of national emergencies or contingencies.

The head of each USDA agency with authority to redelegate and the Chairman of each State Defense Board are authorized to designate those persons to receive telephone service as set forth in the Temporary Regulations. This memorandum does not affect existing procedures relating to essential service (line load control) for office phones. Efforts shall be coordinated to avoid conflict. Discretion should be used in the number and occupational specialty of personnel selected to have their residential telephone placed on line load control.

In the event of conflict requiring submission of the case to the Commissioner of T&CS, all facts shall be submitted to this office to permit discussion at the national level. Additional assistance or guidance can be obtained from Joseph Godbout of this office on Area Code 202, Telephone Number 388-5225 or IDS Code 111-5225.



Elmer Mostow
Director

Attachment

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DIRECTIVE 6

Regulation of Telephone Service in Times of Emergency

Attached is Federal Property Management Regulation 11-15. This regulation authorizes that agencies, among others, to restrict their general services and facilities. It also authorizes that local telephone companies to place the residential telephone of selected personnel on time local control. This feature provides these individuals with access to the commercial telephone network during periods of national emergencies or contingencies.

The head of each such agency with authority to regulate and the members of each state board are authorized to designate those persons to receive telephone services as set forth in the temporary regulations. This provision does not affect existing procedures relating to essential services (time local control) for office phones. Efforts shall be coordinated to avoid conflict. Selection should be made in the order and occupational specialty of personnel affected to have their residential telephone placed on time local control.

In the event of conflict regarding assignment of the case to the Commissioner of the FBI, all facts shall be submitted to the office for its decision at the national level. Additional assistance or action can be obtained from liaison officers of this office or from the FBI, telephone number 181-3333 or 1-800-111-3333.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

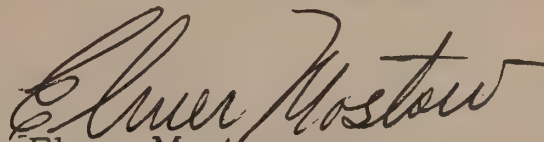
OFFICE OF PLANT AND OPERATIONS

OCT - 7 1968

PLANT AND OPERATIONS MEMORANDUM NO. 110, SUPPLEMENT 1

Essential Residence Telephone Service in Time
of Emergency

The FPMR F-13, dated January 26, 1968, attached to Plant and Operations Memorandum No. 110, dated March 28, 1968, expired June 30, 1968. The FPMR F-101-35.6, amendment F-5, dated June 1968, will be used as authority and guidance in the submission of requests for essential residence telephone service in time of emergency.


Elmer Mostow
Director

Processed & approved
Secretary's Record & Comm. Div.

DIRECTIVES 16

TELECOMMUNICATIONS 4

100-1000

Chief of Police, New York City, New York, dated 1-17-1914
The following information was received from the
New York City Police Department, dated 1-17-1914, regarding
the case of the above named person, who is known to be
connected with the case of the above named person, who is
known to be connected with the case of the above named person.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

April 2, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 111

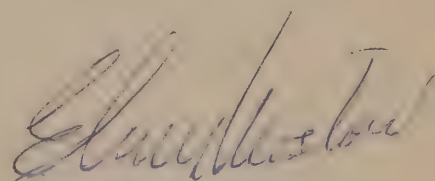
Presidential Library Program

Secretary's Memorandum No. 1612, dated March 14, 1967, advised that this Department was establishing procedures to assure full and complete participation in the Presidential Library Program. In that memorandum the Assistant Secretary for Administration was designated to serve as liaison with the National Archives and Records Service. The Office of Plant and Operations was charged with the coordination of this Department's work in fulfilling the requirements of the activity.

The Secretary's Records and Communications Division of this Office is carrying the primary responsibility in this program. While a considerable amount of material within the Office of the Secretary has been reviewed, we have not yet made any major contacts with Department agencies. We are now about to do this.

It is anticipated that each agency will be called on to contribute some copies of official materials for the Presidential Library. It would therefore be appreciated if each agency of the Department would designate a liaison representative to work with the Secretary's Records and Communications Division in carrying out this program.

Please furnish the name of your liaison representative to the Chief, Secretary's Records and Communications Division, Office of Plant and Operations, no later than April 15, 1968. Any questions on this matter may be referred to the Chief of Secretary's Records on extension 3187.



Elmer Mostow
Director

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

JUN 17 1968

PLANT AND OPERATIONS MEMORANDUM NO. 112

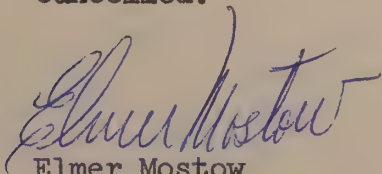
Change in FTS Identification Symbol

Effective July 1, 1968, the first two digits of the FTS Identification Symbols for USDA personnel located in Washington, D. C., Maryland, Virginia, and West Virginia will be 23 instead of 36. The remaining four digits of the symbols will not change.

Agencies will issue GSA Form 1876, FTS Authorization Card, to personnel authorized to place calls to and from commercial telephones over the FTS voice network. These forms are available from our Central Supply Section.

Any questions regarding this change should be directed to our Communications Specialist, Joseph Godbout, on extension 5225.

Plant and Operations Memorandum No. 101 dated June 22, 1966, and Supplement 1 dated June 6, 1967, are hereby cancelled.


Elmer Mostow
Director

RECEIVED 6
TELECOMMUNICATIONS 1-

17

Administrative

1. The first two items of the
list are the same as those
found in the previous list.
The third item is the same as
the fourth item of the previous list.
The fourth item is the same as
the fifth item of the previous list.

2. The first item of the list
is the same as the first item
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third item is the same as the
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3. The first item of the list
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4. The first item of the list
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of the previous list. The second
item is the same as the second
item of the previous list. The
third item is the same as the
third item of the previous list.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 6, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 113

Procurement of Office Machines and Supplies
Fiscal Year 1969

FILED
OFFICE OF
PLANT AND OPERATIONS
Director's Files

Most Federal Supply Schedule contracts for office machines, and some supply type contracts, offer substantial discounts on quantity purchases. Due to decentralized purchasing in most agencies, as well as limited requirements for office machines and supplies in those agencies where purchasing is centralized, maximum quantity discounts rarely can be obtained on a single agency basis.

Blanket purchase arrangements have been concluded with the Federal Supply Schedule contractors listed below, under which they will accept orders on a Department-wide basis that provide for quantity discounts during the fiscal year 1969:

1. Royal Typewriter Company, Inc. See Attachment "A" for blanket purchase arrangement number and ordering details.
2. Nashua Corporation. See Attachment "B" for blanket purchase arrangement number and ordering details.

Blanket purchase arrangements that later will be established with other Federal Supply Schedule contractors will be announced in supplements to this memorandum. They will be issued by the Chief, Supply and Property Management Division.

It is not the intent of this memorandum to favor the equipment or supplies of one company over that of another. Rather, it is a means whereby agency purchasing officers may take advantage of the maximum discounts available under Federal Supply Schedule contracts. The responsibility for acquiring office machines and supplies at the least cost to the Government, all factors considered, in accordance with Section 101-26.408 of the Federal Property Management Regulations, rests with agency purchasing officers. They are expected to faithfully exercise that responsibility.

Questions concerning this memorandum or implementation of the arrangements involved should be directed to the Supply and Property Management Division of this office, Extension 7893.

Elmer Mostow
Elmer Mostow
Director

Attachments

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Secretary's Record & Comm. Div.

DIRECTIVES

5891 8 2004

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
LABORATORY OF ORGANIC CHEMISTRY

The following is a list of the compounds which have been prepared in the Laboratory of Organic Chemistry, Department of Chemistry, University of Chicago, during the year 1954.

1. 2,4-Dinitrophenol
2. 2,4-Dinitrophenylhydrazide
3. 2,4-Dinitrophenylhydrazide
4. 2,4-Dinitrophenylhydrazide

5. 2,4-Dinitrophenylhydrazide
6. 2,4-Dinitrophenylhydrazide
7. 2,4-Dinitrophenylhydrazide

8. 2,4-Dinitrophenylhydrazide
9. 2,4-Dinitrophenylhydrazide
10. 2,4-Dinitrophenylhydrazide

11. 2,4-Dinitrophenylhydrazide
12. 2,4-Dinitrophenylhydrazide
13. 2,4-Dinitrophenylhydrazide

14. 2,4-Dinitrophenylhydrazide
15. 2,4-Dinitrophenylhydrazide
16. 2,4-Dinitrophenylhydrazide
17. 2,4-Dinitrophenylhydrazide
18. 2,4-Dinitrophenylhydrazide
19. 2,4-Dinitrophenylhydrazide
20. 2,4-Dinitrophenylhydrazide

21. 2,4-Dinitrophenylhydrazide
22. 2,4-Dinitrophenylhydrazide
23. 2,4-Dinitrophenylhydrazide

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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Director's Files

OFFICE OF PLANT AND OPERATIONS

August 6, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 113 - CORRECTED

Procurement of Office Machines and Supplies
Fiscal Year 1969

Most Federal Supply Schedule contracts for office machines, and some supply type contracts, offer substantial discounts on quantity purchases. Due to decentralized purchasing in most agencies, as well as limited requirements for office machines and supplies in those agencies where purchasing is centralized, maximum quantity discounts rarely can be obtained on a single agency basis.

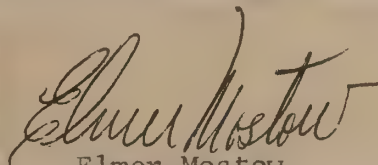
Blanket purchase arrangements have been concluded with the Federal Supply Schedule contractors listed below, under which they will accept orders on a Department-wide basis that provide for quantity discounts during the fiscal year 1969:

1. Royal Typewriter Company, Inc. See Attachment "A" for blanket purchase arrangement number and ordering details.
2. Nashua Corporation. See Attachment "B" for blanket purchase arrangement number and ordering details.

Blanket purchase arrangements that later will be established with other Federal Supply Schedule contractors will be announced in supplements to this memorandum. They will be issued by the Chief, Supply and Property Management Division.

It is not the intent of this memorandum to favor the equipment or supplies of one company over that of another. Rather, it is a means whereby agency purchasing officers may take advantage of the maximum discounts available under Federal Supply Schedule contracts. The responsibility for acquiring office machines and supplies at the least cost to the Government, all factors considered, in accordance with Section 101-26.408 of the Federal Property Management Regulations, rests with agency purchasing officers. They are expected to faithfully exercise that responsibility.

Questions concerning this memorandum or implementation of the arrangements involved should be directed to the Supply and Property Management Division of this office, Extension 7893.


Elmer Mostow
Director

Attachments

DIRECTIVES 

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 13, 1968

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PLANT AND OPERATIONS
Director's Files

PLANT AND OPERATIONS MEMORANDUM NO. 113, SUPPLEMENT 1

Procurement of Office Machines and Supplies
Fiscal Year 1969

A blanket purchase arrangement has been concluded with Itek Business Products (A Division of Itek Corporation) which permits orders for master material, both in rolls and cut sheets, and activator and stop bath, to be placed at maximum discounts available under FSS Contract No. GS-OOS-68417. The pricing structure showing minimum quantity orders required to qualify for maximum discounts is shown on Attachment "C". Where orders can be placed under this arrangement at the minimum quantities specified, savings can be quite substantial.

Blanket Purchase Order No. P&O-360-69 has been assigned to this arrangement. Individual agency orders should be referenced thereto. Purchase orders should be sent to the Itek Business Products Sales Office serving your area. If you have any questions, see your Itek salesman. He is familiar with this arrangement.

W. H. Owens

W. H. Owens, Chief
Supply and Property
Management Division

Attachment

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S/S

DIRECTIVES

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 12, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 113, SUPPLEMENT 2

Procurement of Office Machines and Supplies
Fiscal Year 1969

A blanket purchase arrangement has been concluded with Addressograph Multigraph Corporation which permits orders for master material in rolls to be placed at maximum discounts available under FSS Contract No. GS-OOS-74482. The pricing structure, showing minimum quantity orders required to qualify for maximum discounts, is shown on Attachment "D". Where orders can be placed under this arrangement at the minimum quantities specified, savings can be quite substantial.

Blanket Purchase Order No. P&O-340-69 has been assigned to this arrangement. Individual agency orders should be referenced thereto. Purchase orders should be sent to the Addressograph Multigraph Sales Office serving your area. If you have any questions, see your Addressograph Multigraph salesman. He is familiar with this arrangement.


W. H. Owens, Chief
Supply and Property
Management Division

Attachment



Addressograph Multigraph Corporation

1206 NEW HAMPSHIRE AVENUE, NORTH WEST, WASHINGTON, D. C. 20036 • 202 337-4000

WASHINGTON BRANCH

Ref: Addressograph Multigraph Corp.
Contract Award GS-00S-74482
Re: FSC Group 36, Part II

Contract Period August 19, 1968 through June 30, 1969

U. S. Department of Agriculture
Washington, D. C.

<u>Item</u> <u>No.</u>	<u>Stock No.</u>	<u>Description</u>	<u>Unit</u> <u>Price</u>	<u>Total</u> <u>Price</u>
ROLL FORM MASTER MATERIAL				
Price Per Roll (Delivery 3-30 days)				
501 - Rolls*				
Minimum Shipment 15 Rolls				
<u>(Positive)</u>				
51-2(A)	6-4061-9	9" x 250'	\$34.46	
51-2(B)	6-4061-10	10" x 250'	\$38.06	
51-2(C)	6-4061-11	11" x 250'	\$41.38	
51-2(D)	6-4061-11 1/4	11 1/4" x 250'	\$42.32	
51-2(E)	6-4061-18	18" x 250'	\$67.10	
51-2(F)	6-4061-20	20" x 250'	\$74.34	

*Single shipments on Blanket Orders specifying this pricing level shall require individual shipments of not less than five cases in increments of whole case lots. A case is composed of three (3) rolls.

Branch

Salesman

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 24, 1968

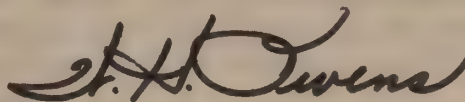
PLANT AND OPERATIONS MEMORANDUM NO. 113, SUPPLEMENT 3

Procurement of Office Machines and Supplies
Fiscal Year 1968

Arrangements have been concluded with the Federal Supply Schedule contractors listed below, under which they will accept blanket purchase orders that provide for quantity discounts during Fiscal Year 1969.

1. Remington Rand Office Machines (Typewriters). See Attachment "E" for blanket purchase order number and details of the agreement.
2. Remington Rand Office Machines (Adding Machines and Printing Calculators). See Attachment "F" for blanket purchase order number and details of the agreement.
3. Pitney-Bowes, Inc. (Folding Machines and Stitchers). See Attachment "G" for blanket purchase order number and details of the agreement.
4. Olivetti Underwood Corporation (Electric Typewriters). See Attachment "H" for blanket purchase order number and details of the agreement.
5. SCM Corporation (Electric and Manual Typewriters). See Attachment "I" for blanket purchase order number and details of the agreement.

Questions should be directed to the Supply and Property Management Division. The telephone number is Area Code 202, 388-7893 (IDS Code 111, Extension 7893).



W. H. Owens, Chief
Supply and Property
Management Division

Attachments

UNITED STATES DEPARTMENT OF JUSTICE

OFFICE OF THE ATTORNEY GENERAL

WASHINGTON, D. C. 20530

MEMORANDUM FOR THE ATTORNEY GENERAL

SUBJECT: [Illegible]

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 7, 1968

Remington Rand Office Machines
Division of Sperry Rand Corporation
2121 Wisconsin Avenue, N. W.
Washington, D. C. 20007

Gentlemen:

This will advise you that the U. S. Department of Agriculture will purchase from your Company during the 1969 fiscal year beginning July 9, 1968, in accordance with your contract, GS-00S-76480, with the General Services Administration for the period indicated 140 or more typewriters under Blanket Order No. P&O-210-69.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C., address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

1. The first part of the paper is devoted to a study of the properties of the function $f(x)$ defined by the equation

2. The second part of the paper is devoted to a study of the properties of the function $f(x)$ defined by the equation

3. The third part of the paper is devoted to a study of the properties of the function $f(x)$ defined by the equation

4. The fourth part of the paper is devoted to a study of the properties of the function $f(x)$ defined by the equation

5. The fifth part of the paper is devoted to a study of the properties of the function $f(x)$ defined by the equation

6. The sixth part of the paper is devoted to a study of the properties of the function $f(x)$ defined by the equation

7. The seventh part of the paper is devoted to a study of the properties of the function $f(x)$ defined by the equation

6. Your company shall furnish this office, at the end of each calendar quarter, a report of the discounts earned under this arrangement for the preceding three months.

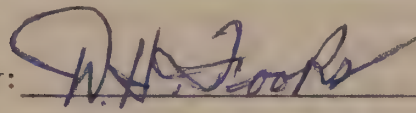
Please indicate your acceptance of this order in the space provided below and return the original of this letter to this office. A signed duplicate is included for your records.

Sincerely yours,

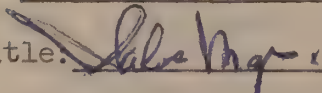

W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

Remington Rand Office Machines

By:  (Signature)

D. H. Fooks (Typed Name)

Title: 

Date: August 8, 1968

THE STATE OF TEXAS, COUNTY OF DALLAS, ss. I, the undersigned, a Notary Public in and for said State, do hereby certify that the within and foregoing is a true and correct copy of the original of the same, as the same appears from the records of said County.

Witness my hand and the seal of said County, at Dallas, Texas, this _____ day of _____, 19____.

Notary Public in and for the State of Texas
My Commission Expires _____

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 30, 1968

Remington Rand Office Machines Division
Sperry Rand Corporation
2121 Wisconsin Avenue, N. W.
Washington, D. C. 20007

Gentlemen:

This will advise you that the U. S. Department of Agriculture will purchase from your company during the 1969 fiscal year beginning July 1, 1968, in accordance with your contract No. GS-OOS-76546 with the General Services Administration, 100 or more adding machines and printing calculators under Blanket Purchase Order No. P&O-230-69.

The following points are to clarify the handling of suborders placed under the above cited purchase order:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for the above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your company shall notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

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6. Your Company shall furnish this office, at the end of each calendar quarter, a report of the discounts earned under this arrangement for the preceding three months.

Please indicate your acceptance of this order in the space provided below and return the original of this letter to this office. A signed duplicate is included for your records.

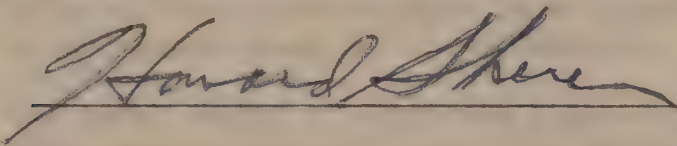
Sincerely yours,



W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

Remington Rand Office Machines Division, Sperry Rand Corporation

By:  (Signature)
Howard Sherer (Typed Name)

Title: Manager, Adding-Calculating Machines

Date: September 4, 1968

1. The first part of the paper is devoted to a discussion of the general principles of the theory of the structure of the atom.

2. In the second part, we shall consider the question of the influence of the external magnetic field on the structure of the atom.

3. The third part of the paper is devoted to a discussion of the question of the influence of the external electric field on the structure of the atom.

[Handwritten signature]
The author is deeply indebted to the members of the Institute for their kind assistance and to the members of the family for their support.

(continued on page 2)

(continued on page 3)

[Faint handwritten notes and lines]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 13, 1968

Pitney-Bowes, Inc.
1012 - 14th Street, N. W.
Washington, D. C. 20005

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1969, 25 or more folding machines and/or stitchers. These purchases will be made in accordance with your contract no GS-OOS-74547 with the General Services Administration under blanket purchase arrangement No. P&O-280-69.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your company at the Washington, D. C. address.
4. Your company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

6. Your company shall furnish this office, at the end of each calendar quarter, a report of the discounts earned under this arrangement for the preceding three months.

Please indicate your acceptance of this order in the space provided below and return the original of this letter to this office. A signed duplicate is included for your records.

Sincerely yours,



W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

Pitney-Bowes, Inc.

By: William R. Patton

(Signature)

William R. Patton

(Typed Name)

Title: Manager, Government Sales

Date: September 16, 1968

()

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1862. It is a very important document, as it contains the President's message to Congress for the first time since the beginning of the year.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 3, 1862. It is a very important document, as it contains the Secretary's report to Congress for the first time since the beginning of the year.

3. The third part of the document is a report from the Secretary of the Interior, dated January 3, 1862. It is a very important document, as it contains the Secretary's report to Congress for the first time since the beginning of the year.

4. The fourth part of the document is a report from the Secretary of the War, dated January 3, 1862. It is a very important document, as it contains the Secretary's report to Congress for the first time since the beginning of the year.

5. The fifth part of the document is a report from the Secretary of the Navy, dated January 3, 1862. It is a very important document, as it contains the Secretary's report to Congress for the first time since the beginning of the year.

6. The sixth part of the document is a report from the Secretary of the Army, dated January 3, 1862. It is a very important document, as it contains the Secretary's report to Congress for the first time since the beginning of the year.

7. The seventh part of the document is a report from the Secretary of the Department of the Interior, dated January 3, 1862. It is a very important document, as it contains the Secretary's report to Congress for the first time since the beginning of the year.

8. The eighth part of the document is a report from the Secretary of the Department of the War, dated January 3, 1862. It is a very important document, as it contains the Secretary's report to Congress for the first time since the beginning of the year.

9. The ninth part of the document is a report from the Secretary of the Department of the Navy, dated January 3, 1862. It is a very important document, as it contains the Secretary's report to Congress for the first time since the beginning of the year.

10. The tenth part of the document is a report from the Secretary of the Department of the Army, dated January 3, 1862. It is a very important document, as it contains the Secretary's report to Congress for the first time since the beginning of the year.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 5, 1968

Olivetti Underwood Corporation
1146 - 19th Street, N. W.
Washington, D. C. 20036

Gentlemen:

This will advise you that the U. S. Department of Agriculture will purchase 25 or more electric typewriters from your company during the period ending June 30, 1969. These purchases will be made in accordance with your contract No. GS-OOS-76478 with the General Services Administration under Blanket Purchase Order No. P&O-110-69.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

1. The first part of the report is a summary of the work done during the year. It includes a list of the projects completed and a brief description of the results achieved. The second part of the report is a detailed account of the work done on each project. It includes a description of the objectives of the project, the methods used, and the results achieved. The third part of the report is a discussion of the results of the work done during the year. It includes a comparison of the results with the objectives of the work and a discussion of the factors which influenced the results.

2. The second part of the report is a detailed account of the work done on each project. It includes a description of the objectives of the project, the methods used, and the results achieved.

3. The third part of the report is a discussion of the results of the work done during the year. It includes a comparison of the results with the objectives of the work and a discussion of the factors which influenced the results.

4. The fourth part of the report is a list of the references used in the work. It includes a list of the books, articles, and other sources of information used in the work. The fifth part of the report is a list of the names of the people who have helped in the work. It includes a list of the names of the people who have helped in the work.

5. The sixth part of the report is a list of the names of the people who have helped in the work. It includes a list of the names of the people who have helped in the work.

6. The seventh part of the report is a list of the names of the people who have helped in the work. It includes a list of the names of the people who have helped in the work.

7. The eighth part of the report is a list of the names of the people who have helped in the work. It includes a list of the names of the people who have helped in the work.

RECEIVED

SEP 07 1968

OLIVETTI UNDERWOOD CORP.
WASHINGTON, D.C.

6. Your company shall furnish this office, at the end of each calendar quarter, a report of the discounts earned under this arrangement for the preceding three months.

Please indicate your acceptance of this order in the space provided below and return the original of this letter to this office. A signed duplicate is included for your records.

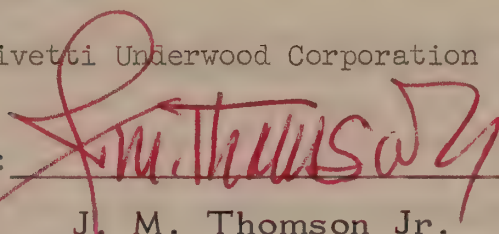
Sincerely yours,



W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

Olivetti Underwood Corporation

By: 

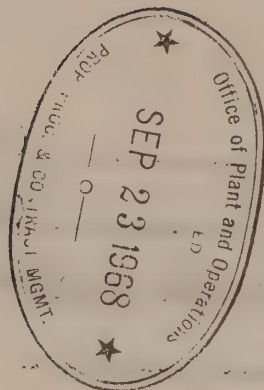
(Signature)

J. M. Thomson Jr.

(Typed Name)

Title: Manager Federal Government Marketing

Date: September 6, 1968



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 11, 1968

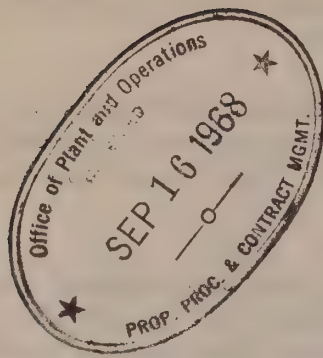
SCM Corporation
500 E Street, S. W.
Washington, D. C. 20024

Gentlemen:

This will advise you that the U. S. Department of Agriculture will purchase 25 or more electric and manual typewriters from your company during the period ending June 30, 1969. These purchases will be made in accordance with your contract No. GS-OOS-76483 with the General Services Administration under Blanket Purchase Order No. P&O-300-69.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.



6. Your company shall furnish this office, at the end of each calendar quarter, a report of the discounts earned under this arrangement for the preceding three months.

Please indicate your acceptance of this order in the space provided below and return the original of this letter to this office. A signed duplicate is included for your records.

Sincerely yours,



W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

SCM Corporation

By: W. H. Muehleib (Signature)

W. H. Muehleib (Typed Name)

Title: Director, Federal Government Sales

Date: September 13, 1968

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 6, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 113, SUPPLEMENT 4

Procurement of Office Machines and Supplies
Fiscal Year 1969

Arrangements have been concluded with the Federal Supply Schedule contractors listed below, under which they will accept blanket purchase arrangements that provide for quantity discounts during Fiscal Year 1969.

1. SCM Corporation (Adding Machines). See Attachment "J" for blanket purchase arrangement number and details of the agreement.
2. Olivetti Underwood Corporation (Adding and Calculating Machines). See Attachment "K" for blanket purchase arrangement number and details of the agreement.
3. Facit-Odhner, Inc. (Electric and Manual Typewriters). See Attachment "L" for blanket purchase arrangement number and details of the agreement.
4. Victor Comptometer Corporation (Adding and Calculating Machines). See Attachment "M" for blanket purchase arrangement number and details of the agreement.
5. Monroe International, Inc. (Adding and Calculating Machines). See Attachment "N" for blanket purchase arrangement number and details of the agreement.

Questions should be directed to the Supply and Property Management Division. The telephone number is Area Code 202, 388-7893 (IDS Code 111, Extension 7893).



W. H. Owens, Chief
Supply and Property
Management Division

Attachments

11-6
11-6

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 4, 1968

SCM Corporation
500 E Street, S. W.
Washington, D. C. 20024

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the period ending June 30, 1969, sufficient adding machines to qualify for the maximum discounts available under your contract No. GS-OOS-76543 with the General Services Administration for the period indicated, as follows:

Model	1100	50 and above
Model	900	25 and above

Purchase Order No. P&O-290-69 will be used by ordering offices to cover such purchases.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Calculators are not covered by the blanket agreement. However, orders therefor will be applied toward the quantity count for adding machines.
2. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantities. (Orders for calculators also will show this number.)
3. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
4. Each purchasing office will send suborders, including orders for calculators, directly to your Company at the Washington, D. C. address.
5. Your Company will send invoices for orders filled to the billing address shown on each suborder.

6. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,

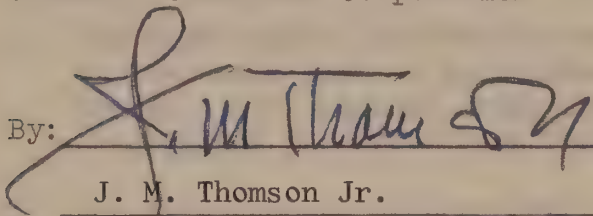


W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

Olivetti Underwood Corporation

By:



(Signature)

J. M. Thomson Jr.

(Typed Name)

Title: Manager Federal Government Marketing

Date: October 10, 1968

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

3. The third part of the document is a list of names and addresses of the members of the committee.

4. The fourth part of the document is a list of names and addresses of the members of the committee.

5. The fifth part of the document is a list of names and addresses of the members of the committee.

6. The sixth part of the document is a list of names and addresses of the members of the committee.

7. The seventh part of the document is a list of names and addresses of the members of the committee.

8. The eighth part of the document is a list of names and addresses of the members of the committee.

9. The ninth part of the document is a list of names and addresses of the members of the committee.

10. The tenth part of the document is a list of names and addresses of the members of the committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 8, 1968

Olivetti Underwood Corporation
1146 - 19th Street, N. W.
Washington, D. C. 20036

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during the period ending June 30, 1969 in accordance with your contract No. GS-OOS-76540 with the General Services Administration for the period indicated, 150 or more adding and/or calculating machines, under Blanket Purchase Arrangement Number P&O-121-69.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C. address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

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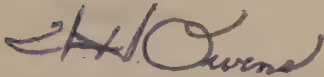
the tenth of these is the fact that the

6. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

7. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below.

Sincerely yours,



W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

SCM Corporation

By: W. H. Mumford

Date: 10/15/68

Director, Federal Government Sales

(Title) SCM Corporation

1. The first part of the report discusses the general situation of the country and the progress of the work. It also mentions the results of the various investigations and the conclusions drawn from them.

2. The second part of the report deals with the specific details of the work, including the methods used, the results obtained, and the conclusions reached. It also mentions the various difficulties encountered and the ways in which they were overcome.

3. The third part of the report discusses the future work and the plans for the coming year. It also mentions the various suggestions and recommendations made by the various committees and the ways in which they will be implemented.

4. The fourth part of the report discusses the various other matters of interest, including the results of the various investigations and the conclusions drawn from them. It also mentions the various difficulties encountered and the ways in which they were overcome.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 14, 1968

Facit-Odhner, Inc.
2139 Wisconsin Avenue, N. W.
Washington, D. C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase office machines from your Company, during the fiscal year 1969, under the blanket purchase arrangement numbers and in the quantities shown below. This arrangement is in accordance with your contract with the General Services Administration No. GS-OOS-76470 for the period indicated.

<u>Type of Machine</u>	<u>Quantity</u>	<u>BPA Number</u>
Electric Typewriters	15 to 99 units	P&O-150-69
Manual Typewriters	20 to 199 units	P&O-160-69

The following points are to clarify the handling of suborders placed under the above cited purchase order numbers:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the applicable cited purchase order number, and will be written at prices established for the number of machines shown above.
2. The total amount of suborders placed against the cited purchase order numbers will not exceed the maximum order limitations prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C., address.
4. Your Company will send invoices for machines delivered to the billing address shown on each suborder.

5. If machines purchased under the cited purchase order numbers are not sufficient to qualify for the discounts taken, each ordering office, by virtue of placing suborders under the cited purchase order numbers, agrees to accept a charge for the unearned discounts. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.
6. Your Company will furnish this office, quarterly, with a statement of the total dollar amount of machines purchased and discounts earned.

Please indicate your acceptance of this arrangement in the space provided below, and return the original to this office.

Sincerely yours,



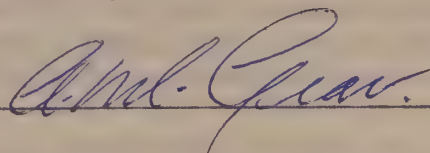
W. H. Owens, Chief
Supply and Property //
Management Division

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ACCEPTED:

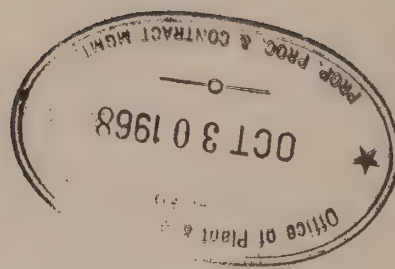
Facit-Odhner, Inc.

By: _____



Date: _____

10-18-68



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 6, 1968

Victor Comptometer Corporation
Business Machines Group
1836 Jefferson Place, N. W.
Washington, D. C. 20036

Gentlemen:

This will advise you that the U. S. Department of Agriculture will purchase from your Company during the period ending June 30, 1969, in accordance with your contract No. GS-00S-76558 with the General Services Administration for the period indicated, 50 or more adding and/or calculating machines, under Blanket Purchase Arrangement No. P&O-190-69.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your Company at the Washington, D. C., address.
4. Your Company will send invoices for orders filled to the billing address shown on each suborder.
5. Your Company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
RESEARCH REPORT

The following report was prepared by the author for the Department of the History of Arts, University of Chicago, during the summer of 1964. It is based on a study of the records of the Department of the History of Arts, University of Chicago, and is intended to provide a summary of the results of the study.

The study was conducted by the author, who is a member of the Department of the History of Arts, University of Chicago.

The study was conducted during the summer of 1964, and the results are presented in this report.

The study was conducted by the author, who is a member of the Department of the History of Arts, University of Chicago. The study was conducted during the summer of 1964, and the results are presented in this report.

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Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

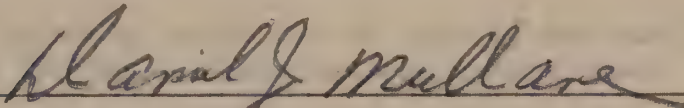
Sincerely yours,



W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

Victor Comptometer Corporation

By:  (Signature)

Daniel J. Mullane (Typed Name)

Title: 

Date: November 6, 1968

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES

PHYSICS DEPARTMENT

JOHN H. COOPER
PHYSICS DEPARTMENT
UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

TO: _____
FROM: _____
SUBJECT: _____

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 17, 1968

Monroe International, Inc.
Office of Director of Government Sales
2212 Wisconsin Avenue, N. W.
Washington, D. C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during fiscal year 1969 in accordance with your contract No. GS-OOS-76534 with the General Services Administration for the period indicated \$50,001 to \$75,000 (gross, before discount) covering purchases of calculating and adding machines under Blanket Purchase Arrangement No. P&O-260-69.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Each purchasing office must send all suborders directly to your Company at the Washington, D. C., address above. Otherwise, the maximum discount will not apply.
2. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will bear reference to the cited purchase order number and will be written showing list price, discount and net at the established rates for all Monroe models as per the attached list.
3. Your Company will send invoices for orders filled to the billing addresses as specified on each suborder.
4. Your Company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.
5. The total amount of suborders for all Monroe machines placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.

6. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,


W. H. Owens, Chief
Supply and Property
Management Division

Attachment

ACCEPTED:

Monroe International, Inc.

By: C. A. Mawais

Date: 10/17/68

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Discount Schedule- Monroe International

<u>Item No.</u>	<u>Model</u>	<u>List Price</u>	<u>\$50,001 to \$75,000</u>
50-274-2	Epic 3000	\$1995.00	5.0%
50-278-7	770	1350.00	6.0%
50-103-1	570	685.00	13.0%
50-103-4	580	1050.00	15.0%
50-117-2	8F-213	875.00	23.0%
50-117-2	8F-1-213	1010.00	23.0%
50-117-2	IQ-213	875.00	23.0%
50-117-2	IQ-1-213	1010.00	23.0%
50-116-2	CSA-10	690.00	23.0%
50-118-1	LA7-160	385.00	23.0%
50-118-2	LA7-200	445.00	23.0%
50-111-1	LN160-X	275.00	23.0%
50-93-2	135V27	772.50	22.0%
50-94-5	111E116	345.00	22.0%
50-94-7	150-12	245.00	22.0%
50-90-1	410-11-092-1	495.00	22.0%
50-90-1	410-22-092-1	545.00	22.0%
50-91-4	410-11-011-1	319.00	22.0%
50-91-4	410-22-011-1	369.00	22.0%
50-86-4	410-11-001-W MOS	329.00	22.0%

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 23, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 113, SUPPLEMENT 5

Procurement of Office Machines and Supplies
Fiscal Year 1969

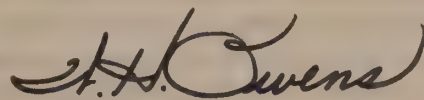
Arrangements have been concluded with the Federal Supply Schedule contractors listed below, under which they will accept blanket purchase arrangements that provide for quantity discounts during Fiscal Year 1969.

1. Friden, Inc. (Adding and Calculating Machines). See Attachment "C" for blanket purchase arrangement number and details of the agreement.
2. Nashua Corporation (Toner). See Attachment "P" for blanket purchase arrangement number and details of the agreement.
3. Pitney-Bowes, Inc. (Office Machines, FSC Group No. 74). See Attachment "Q" for blanket purchase arrangement number and details of the agreement.

The following blanket purchase arrangements have been amended:

1. P&O-280-69, Pitney-Bowes, Inc. See Attachment "R" for details of the amendment.
2. P&O-290-69, SCM Corporation. See Attachment "S" for details of the amendment.

Questions should be directed to the Supply and Property Management Division. The telephone number is Area Code 202, 388-7893 (EBS Code 111, Extension 7893).


W. H. Owens, Chief
Supply and Property
Management Division

Attachments

EX-111-6
EX-111-6

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

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THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 13, 1968

Friden, Inc.
1724 Wisconsin Avenue, N. W.
Washington, D. C. 20007

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your Company during fiscal year 1969 in accordance with your contract No. GS-OOS-76522 with the General Services Administration for the period indicated \$50,000 or more (gross, before discount) covering purchases of calculating and adding machines under Blanket Purchase Arrangement No. P&O-250-69.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Each purchasing office must send all suborders directly to your Company at the Washington, D. C. address above.
2. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will bear reference to the cited purchase order number and will be written at prices established for 25 machines or more.
3. Your Company will send invoices for orders filled to the billing addresses as specified on each suborder.
4. Your Company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.
5. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your Company will notify this office when the total amount of suborders approaches this dollar limitation.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
AND ARCHITECTURE

CHICAGO, ILLINOIS

TO THE HONORABLE THE PRESIDENT OF THE UNIVERSITY OF CHICAGO

AND THE FACULTY OF THE DIVISION OF THE PHYSICAL SCIENCES
AND THE FACULTY OF THE DIVISION OF THE SOCIAL SCIENCES
(AND THE FACULTY OF THE DIVISION OF THE ARTS AND ARCHITECTURE)

THE UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
AND ARCHITECTURE
CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

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CHICAGO, ILLINOIS

CHICAGO, ILLINOIS

6. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, and in accordance with your contract No. GS-OOS-76522 with the General Services Administration, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your Company on a pro rata basis against suborders filled.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,



W. H. Owens, Chief
Supply and Property
Management Division

Attachment

Accepted:

Friden, Inc.

By:



C. A. Beaulieu
Director of Federal Marketing

Date:

12/9/65

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 27, 1968

Nashua Corporation
2425 Wilson Blvd.
Arlington, Virginia 22201

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1969, at least 498 cartons of Nashua Toner. These purchases will be made under Blanket Purchase Arrangement No. P&O-410-69 in accordance with your contract No. GS-OOS-74540 with the General Services Administration.

The following provisions will govern the handling of suborders placed under the above cited purchase order number:

1. Suborders may be issued by any ordering office of the Department of Agriculture. Each suborder will refer to the above blanket purchase arrangement number and will be written at the contract prices for 498 to 1001 cartons of toner as shown in your authorized Federal Supply Schedule price list.
2. Suborders by ordering offices in the Washington, D. C., metropolitan area will be sent to your above address. Suborders by ordering offices outside the Washington, D. C., area will be sent to the Nashua Corporation, Government Division, Nashua, New Hampshire 03060.
3. Your corporation will send invoices for payment directly to the billing address shown on each suborder.
4. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your company will notify this office when the total amount of suborders approaches this dollar limitation.
5. If the total amount of suborders placed during the period of the contract is for less than 498 cartons of toner, each ordering office, by virtue of having placed suborders under the cited purchase order

number, agrees to accept a charge for the unearned discount. Such unearned discount will be billed on a pro rata basis to the billing address shown on the respective suborders.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office. A signed duplicate is included for your records.

Sincerely yours,



W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

Nashua Corporation

By: H. Philip Tyson

Title: GOVERNMENT REPRESENTATIVE

Date: 11-29-68

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
530 SOUTH EAST ASIAN AVENUE
CHICAGO, ILLINOIS 60607-7070

RECEIVED
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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 17, 1968

Pitney-Bowes, Inc.
1012 - 14th Street, N. W.
Washington, D. C. 20005

Gentlemen:

This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1969, 25 or more office machines, FSC Group No. 74. These purchases will be made in accordance with your contract No. GS-OOS-76544 with the General Services Administration under Blanket Purchase Arrangement No. P&O-270-69.

The following points are to clarify the handling of suborders placed under the above cited purchase order number:

1. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase order number, and will be written at prices established for above quantity.
2. The total amount of suborders placed against the cited purchase order number will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your company will notify this office when the total amount of suborders approaches this dollar limitation.
3. Each purchasing office will send suborders directly to your company at the Washington, D. C. address.
4. Your company will send invoices for orders filled to the billing address shown on each suborder.
5. If items purchased under the cited purchase order number are not sufficient to qualify for the discount taken, each ordering office, by virtue of placing suborders under the cited purchase order number, agrees to accept a charge for the unearned discount. Such unearned discounts will be billed by your company on a pro rata basis against suborders filled.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

The following data were obtained from the study of the reaction of the various compounds with the reagent. The results are given in the table below.

TABLE I

Reaction of the various compounds with the reagent. The results are given in the table below.

The following data were obtained from the study of the reaction of the various compounds with the reagent. The results are given in the table below.

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The following data were obtained from the study of the reaction of the various compounds with the reagent. The results are given in the table below.

6. Your company shall furnish this office, at the end of each calendar quarter, a report of the discounts earned under this arrangement for the preceding three months.

Please indicate your acceptance of this order in the space provided below and return the original of this letter to this office. A signed duplicate is included for your records.

Sincerely yours,

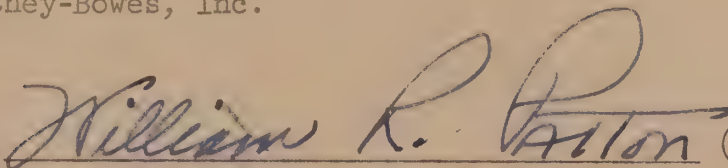


W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

Pitney-Bowes, Inc.

By:

 (Signature)

William R. Patton (Typed Name)

Title: Manager, Government Sales

Date: December 18, 1968

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

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DEPARTMENT OF CHEMISTRY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 14, 1968

Pitney-Bowes, Inc.
1012 - 14th Street, N. W.
Washington, D. C. 20005

Gentlemen:

This refers to our letter of September 13, 1968, establishing a blanket purchase arrangement with your company covering folding machines and/or stitching machines, to be ordered by agencies of this Department during the period ending June 30, 1969.

The coverage of this blanket arrangement is hereby extended to include the purchase of automatic collating machines. The basic arrangement shall now read as follows: "This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1969, 25 or more folding, stitching, and/or automatic collating machines."

All other terms and conditions of our basic arrangement remain in effect.

Please indicate your acceptance of this amendment in the space provided below and return the original to this office.

Sincerely yours,

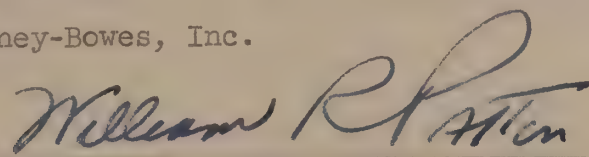


W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

Pitney-Bowes, Inc.

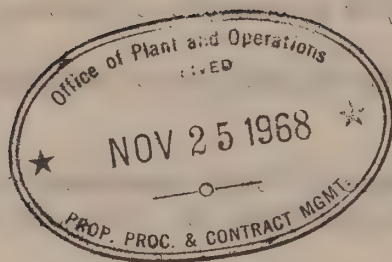
By:



Date:

Nov. 15, 1968

Government Sales Manager



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

December 20, 1968

SCM Corporation
500 E Street, S. W.
Washington, D. C. 20024

Gentlemen:

This refers to our letter of October 4, 1968, establishing a blanket purchase arrangement with your company covering adding machines to be ordered by agencies of this Department during the period ending June 30, 1969.

The coverage of this blanket arrangement is hereby extended to include the purchase of calculating machines. The basic arrangement shall now read as follows: "This will advise you of the intent of the U. S. Department of Agriculture to purchase from your company during the period ending June 30, 1969, 50 or more adding and/or calculating machines to qualify for the maximum discounts available under your contract No. GS-COS-76548 with the General Services Administration for the period indicated.

Blanket Purchase Arrangement No. P&O-290-69 will be used by ordering offices to cover such purchases.

The following points are to clarify the handling of suborders placed under the above cited purchase arrangement number:

1. Items not subject to a quantity discount will be applied towards the quantity count, adding machine purchases may not count toward discount on calculators.
2. Suborders may be written by any purchasing office of any agency of the Department of Agriculture. Each suborder will be referenced to the cited purchase arrangement number. The maximum discount available under this contract is for 50 or more machines. All suborders placed under the contract will be written at the lowest price offered in your Government price list."

All other conditions of our basic arrangement remain in effect.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF THE HISTORY OF ARTS

CHICAGO, ILLINOIS

TO THE HONORABLE THE PRESIDENT OF THE UNIVERSITY OF CHICAGO
FROM THE DEPARTMENT OF THE HISTORY OF ARTS
A REPORT ON THE PROGRESS OF THE DEPARTMENT DURING THE YEAR 1900

The Department of the History of Arts has during the year 1900 been engaged in the study of the history of the fine arts in the United States. The department has been organized into two sections, the History of the Fine Arts and the History of the Literature of the Fine Arts. The History of the Fine Arts section has been engaged in the study of the history of the fine arts in the United States, and the History of the Literature of the Fine Arts section has been engaged in the study of the history of the literature of the fine arts in the United States. The department has been engaged in the study of the history of the fine arts in the United States, and the history of the literature of the fine arts in the United States.

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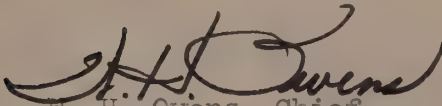
The department has been engaged in the study of the history of the fine arts in the United States, and the history of the literature of the fine arts in the United States. The department has been engaged in the study of the history of the fine arts in the United States, and the history of the literature of the fine arts in the United States.

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Please indicate your acceptance of this amendment in the space provided below and return the original to this office.

Sincerely yours,



W. H. Owens, Chief
Supply and Property
Management Division

ACCEPTED:

SCM Corporation

By: William H. Muehleib (Signature)
Director, Fed. Government Sales (Typed Name)
William H. Muehleib (Title)
12/20/68 (Date)

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

3. The third part of the document is a list of names and addresses of the members of the committee.

4. The fourth part of the document is a list of names and addresses of the members of the committee.

5. The fifth part of the document is a list of names and addresses of the members of the committee.

6. The sixth part of the document is a list of names and addresses of the members of the committee.

7. The seventh part of the document is a list of names and addresses of the members of the committee.

8. The eighth part of the document is a list of names and addresses of the members of the committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 7, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 114

FTS Agency Identification Symbols

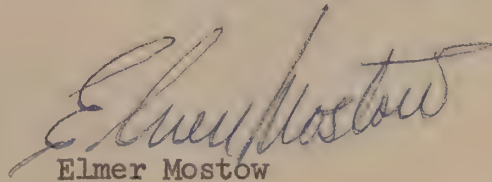
FILED
JUL 10 1968
DIRECTOR'S FILES

Effective October 1, 1968, the FTS codes appearing on the reverse side are assigned to the agencies. The codes will be used by GSA to identify authorized users, off-net calling, as well as for sampling.

For contractors, agencies should request the Director of Plant and Operations to obtain an Identification Code from GSA. A thirty-day advance notice should be planned. The request must contain the contractor's name, address, area code, telephone number, starting and ending date of the contract, and the following statement:

"The subject contract(s) is/are a cost reimbursement type. In performance of the contract, the contractor acts as an agent of the Government and shall limit the use of the FTS to performance under the contract. This agency accepts responsibility for payment of the FTS cost incurred and administrative control over FTS usage."

Any questions regarding the use of Identification Codes should be directed to our Communications Specialist, Joseph Godbout, Extension 5225.


Elmer Mostow
Director

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DIRECTIVES

FTS AGENCY IDENTIFICATION SYMBOLS

- 01 Agricultural Stabilization and Conservation Service
- 02 Statistical Reporting Service
- 03 Consumer and Marketing Service
- 04 Economic Research Service and Staff Economists Group
- 05 Agricultural Research Service and Research Program Development
and Evaluation Staff
- 07 Commodity Credit Corporation
- 09 Commodity Exchange Authority
- 13 Farmer Cooperative Service
- 15 Farmers Home Administration
- 17 Federal Crop Insurance Corporation
- 19 Federal Extension Service
- 21 Foreign Agricultural Service and International Organizations Staff
- 23 Forest Service
- 25 General Counsel, Office of
- 27 Information, Office of
- 28 Inspector General, Office of
- 29 National Agricultural Library
- 30 Rural Community Development Service
- 31 Rural Electrification Administration
- 33 Secretary, Office of
- 35 Soil Conservation Service
- 36 Management Services, Office of
- *37 Packers and Stockyards Administration
- *38 Budget and Finance, Office of
- *39 Hearing Examiners, Office of
- *40 Judicial Officer
- *41 Management Improvement, Office of
- *42 Personnel, Office of
- *43 Planning Evaluation and Programming Staff
- *44 Plant and Operations, Office of
- *45 Cooperative State Research Service
- *46 International Agricultural Development Service
- 90 Soil Conservation Districts
- 91 State Forestry Commission
- 92 State Extension Service

*This is a new number.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 20, 1968

PLANT AND OPERATIONS MEMORANDUM NO. 115

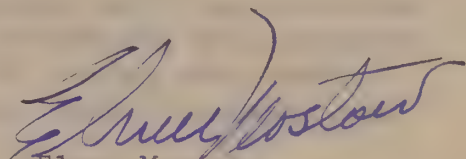
Inclusion of Equal Employment Opportunity
Provisions in Government Bills of Lading

The Comptroller General of the United States in his letter of November 4, 1968, (B-109776), advised that when existing supplies of Government bills of lading are exhausted, and when new stocks are ordered, the language of Condition 9 on the back thereof is to be revised to read as follows:

"The nondiscrimination clauses contained in section 202 of Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein."

In the meantime, action need not be taken to modify bills of lading presently in stock. Condition 9 as it now reads is adequate to notify all interested parties of the applicability of appropriate nondiscrimination provisions to Government bill of lading contracts.

Plant and Operations Memorandum No. 99, dated April 27, 1966, is rescinded and superseded by this Memorandum.


Elmer Mostow
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

PROVISIONS IN THE AGRICULTURAL
LABOR ACT OF 1930

The general purpose of the Act is to protect the interests of agricultural laborers, and to provide for the establishment of a system of labor relations in the agricultural industry. The Act is divided into three main parts: (1) the establishment of a system of labor relations, (2) the establishment of a system of labor representation, and (3) the establishment of a system of labor dispute resolution.

The Act provides for the establishment of a system of labor relations in the agricultural industry. This system is designed to provide for the representation of agricultural laborers by a labor union, and to provide for the resolution of labor disputes. The Act also provides for the establishment of a system of labor representation, and for the establishment of a system of labor dispute resolution.

The Act also provides for the establishment of a system of labor representation, and for the establishment of a system of labor dispute resolution. The Act is designed to provide for the representation of agricultural laborers by a labor union, and to provide for the resolution of labor disputes. The Act also provides for the establishment of a system of labor representation, and for the establishment of a system of labor dispute resolution.

Approved: _____
Special Agent in Charge

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

May 7, 1969

PLANT AND OPERATIONS MEMORANDUM NO. 116

Set-Asides For Proposed Construction Procurements

Purpose. This memorandum is to supplement GSA Bulletin 11, dated March 14, 1969, advising agencies of the current policies of the Small Business Administration with respect to small business set-asides for proposed construction procurements.

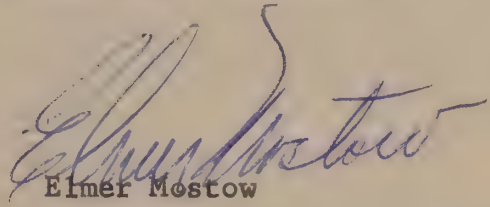
Expiration date. This memorandum contains information of a continuing nature and will remain in effect until codified in the Agriculture Procurement Regulations.

Policies. In furtherance of the policies announced and to foster increased participation of small business in construction procurements, the following procedures are set forth for this Department:

a. A total set-aside preference for the exclusive participation of small business concerns shall be initiated in every action to procure construction services between \$2,500 and \$500,000 in amount, subject only to a determination and finding by the Contracting Officer that such preference would not serve the best interests of the Government. In making this determination, full and careful consideration shall be given to the requirements of § 1-1.706 of the Federal Procurement Regulations. Each determination and finding shall set forth the facts and circumstances justifying the specific determination made.

b. Small business set-aside preferences shall be considered for construction procurements in excess of \$500,000 on a case-by-case basis, favoring the general policy of placing with small business concerns a fair proportion of the total Government contracts.

Questions concerning this memorandum should be referred to V. S. Gunther, Chief, Contract and Procurement Management Division, Extension 7527.


Elmer Mostow
Director

DECLASSIFIED 6

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 30, 1969

PLANT AND OPERATIONS MEMORANDUM NO. 117, SUPPLEMENT 2

Procurement of Office Machines and Supplies
Fiscal Year 1970

Arrangements have been concluded with the Federal Supply Schedule contractors listed below, under which they will accept blanket purchase arrangements for FY 1970 that provide for quantity discounts.

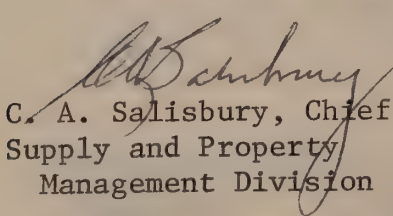
1. Burroughs Corporation (adding and calculating machines). See Attachment "U" for blanket purchase arrangement number and details of the agreement.
2. National Calculator Systems, Inc. (calculating machines). See Attachment "V" for blanket purchase arrangement number and details of the agreement.

The following blanket purchase arrangement has been amended:

P&O-250-70 Remington Office Machines. See Attachment "W" for details of the amendment.

When ordering office machines and supplies from the various contractors, the purchase order should contain the address as specified in the blanket purchase arrangements.

Questions should be directed to the Supply and Property Management Division. The telephone number is Area Code 202, 388-7893 (IDS Code 111, Ext. 7893).


C. A. Salisbury, Chief
Supply and Property
Management Division

Attachments

RECEIVED 6
FISCAL YEAR 1970

MEMORANDUM FOR THE RECORD, SUBCOMMITTEE 1

Transmittal of Office Supplies and Publications
March 1957

Enclosed are 10 copies of the Federal Supply Schedule
and 10 copies of the Federal Acquisition Regulation (FAR)
which have been received from the General Services Administration.

Very truly yours,
[Signature]

[Signature]
[Title]

Approved for release by the [unclear] on [unclear]
[unclear]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 28, 1970

PLANT AND OPERATIONS MEMORANDUM NO. 117, SUPPLEMENT 4

Procurement of Office Machines and Supplies
Fiscal Year 1970

We have established blanket purchase arrangements with the Nashua Corporation (Attachment "Z" BPA P&O-310-70) for copy machine paper and toner and with A.M. Gear & Associates, Inc. (Attachment "AA" BPA P&O-320-70) for transparency film.

The blanket arrangement with Nashua covers the purchase of electrostatic photocopy paper, BD 220 toner and Xerographic toner. The following is provided to assist you in ordering under this arrangement:

ELECTROSTATIC PHOTOCOPY PAPER. It is recommended that paper be ordered for machines as listed below:

<u>Machine</u>	<u>Paper</u>
SCM Model 33 & 44	L-100
SCM Model 66, 88 & 55	L-302
AM 500 and 750	L-302
AM (Bruning) 2000 and 2100 Series	BD-220
Ditto Standard and Autoload	L-302
Apeco Superstats and Ultrastats	L-302

Item 51-101-4

NASHUA ELECTROSTATIC COPY PAPER
PRICE PER 1000 SHEETS - TYPES L-100 & L-302

Quantity	8x10 $\frac{1}{2}$	8 $\frac{1}{2}$ x11	8 $\frac{1}{2}$ x11 $\frac{1}{4}$	8x13	11x11 $\frac{1}{4}$	11x17	5 $\frac{1}{2}$ x8 $\frac{1}{2}$
2 Million & Over	12.15	14.14	17.96	16.55	24.42	29.72	7.40

6
PROCUREMENT

MEMORANDUM FOR THE RECORD

TO : SAC, NEW YORK

FROM : SAC, NEW YORK

RE : [Illegible] (Attachment "2" BPA 150-310-70) for copy machine paper
[Illegible] 11th A.M.

[Illegible]

[Illegible]

[Illegible]

Item 51-101-3 NASHUA ELECTROSTATIC COPY PAPER
 FOR USE ON BRUNING COPYTRON 2000
 AND 2100 SERIES - TYPE BD-220
*PRICE PER 1,000 SHEETS

Quantity	8x10 $\frac{1}{2}$	8 $\frac{1}{2}$ x11	8 $\frac{1}{2}$ x11 $\frac{1}{4}$	8x13	11x17	8x21	8x22
2 Million & Over	9.94	10.76	13.42	13.20	21.70	21.45	22.45

*Cost of developer included in paper prices, one 2-1/2 lb. container for each 20,000 sheets ordered.

Orders for paper should be for a minimum of 5,000 sheets, if practicable and should specify paper type. Orders for mixed types and sizes will be accepted.

BD-220 TONER. For AM Model 2000 and 2100, BD-220 toner is required. This toner is available from Nashua under the blanket arrangement at \$17.00 per lb. (Approximately 4,000 copies per lb.).

ADDITIONAL INFORMATION. Except for the AM 500 and 750, and Ditto Standard and Autoload, Nashua has chemicals available to process copy paper in the above listed machines. For SCM Models 33, 44, 66 and 88, Nashua has available a unit pack of 11 quarts of dispersant and 2 cartridges of toner at \$12.50 per unit pack. This pack will process approximately 12,000 copies.

For Apeco machines a unit pack is also available containing four 2 quart containers of dispersant and two 3 ounce cartridges of toner at \$11.65 per unit pack. This is sufficient for processing approximately 8,000 copies. The above-mentioned chemicals are available from Nashua under their Federal Supply Contract with the General Services Administration; they are not covered by a Department blanket purchase arrangement.

XEROGRAPHIC TONERS. The following is a breakdown of Xerographic toners available under the blanket arrangement with Nashua.

<u>Type</u>	<u>Xerox Model</u>	<u>Price Per Carton</u>
Type I General Purpose	813, 330, 914, 720, 2400, 1860 & 1824	2 lbs. - 10.38
Type II Premium	914, 420, 720, 813 & 330	2 lbs. - 16.50

1. The first part of the report is a general introduction to the subject of the study. It includes a statement of the purpose of the study, a brief review of the literature, and a description of the methods used.

2. The second part of the report is a detailed description of the results of the study. It includes a discussion of the data, a comparison of the results with the literature, and a conclusion.

3. The third part of the report is a discussion of the implications of the study. It includes a discussion of the limitations of the study, a discussion of the strengths of the study, and a discussion of the future research.

4. The fourth part of the report is a conclusion. It includes a summary of the findings of the study, a statement of the conclusions, and a statement of the recommendations.

Type III Premium	2400	2 lbs. - 16.50
Type IV Premium	1860 & 1824	2 lbs. - 16.50
Type V Premium	660	2 lbs. - 21.70
Type VI Premium	3600 & 7000	2 lbs. - 16.50
Type VII Standard Grade	3600 & 7000	2 1/2 lbs. - 20.00

Types I, V and VII are recommended for Department usage. The Premium toners Types II, III, IV and VI are also available under the blanket purchase arrangement. Terms under the Nashua arrangement are 2% 20 days.

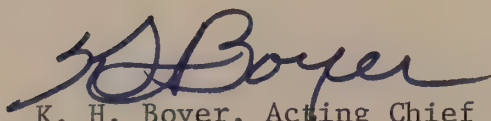
TRANSPARENCY FILM. The blanket arrangement with A.M. Gear & Associates, Inc., covers the purchase of transparency film for use in making transparencies in any Xerox copier. The price under our blanket purchase arrangement is \$19.50 per box of 100 sheets 8-1/2x11 and \$32.85 per box 100 sheets 8-1/2x14. The film is available at the above prices in clear, red, yellow, blue, green or matte; specify color desired when ordering. Terms are 1% 20 days.

The items covered under the blanket arrangements with Nashua and A.M. Gear must be purchased from these sources. Purchases from other than these sources must be justified in accordance with FPMR 101-26.408-3. A copy of each such justification should be submitted through agency channels to the Office of Plant and Operations, Supply and Property Management Division.

Our Plant and Operations Memorandum No. 117, Supplement 3, dated November 26, 1969, announced blanket purchase arrangements with Itek Business Products, Attachment "U" and Olympia U.S.A., Inc., Attachment "V". These attachments should be corrected as follows:

Attachment "U" change "U" to "X"
Attachment "V" change "V" to "Y"

Questions on the above should be directed to the Supply and Property Management Division. The telephone number is Area Code 202, 388-7893 (IDS Code 111, Extension 7893).



K. H. Boyer, Acting Chief
Supply & Property Management Division

Attachments

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 23, 1970

PLANT AND OPERATIONS MEMORANDUM NO. 117, SUPPLEMENT 5

Procurement of Office Machines and Supplies
Fiscal Year 1970

This refers to Attachment "H" of Plant and Operations Memorandum No. 117, dated July 17, 1969. This attachment announced a blanket purchase arrangement with the Royal Typewriter Company, Inc., (BPA P&O-160-70) for fiscal year 1970.

The General Services Administration contract with Royal has been amended, and the maximum quantity discount now available is for 100 or more typewriters. Consequently, our blanket purchase arrangement with Royal has been amended (see attachment) to reflect this change.

Questions on the above should be directed to the Supply and Property Management Division. The telephone number is Area Code 202, 388-7893 (IDS Code 111, Extension 7893).

Frank Gearde, Jr.

Frank Gearde, Jr., Acting Chief
Supply and Property Management Division

Attachment
(See Reverse)

RECEIVED 6

PROCUREMENT

Memorandum for the President
Subject: [Illegible]

Dear Mr. President:

I have the honor to acknowledge the receipt of your letter of the 15th inst. regarding the [illegible] matter.

The [illegible] Department has been advised of the [illegible] and is currently reviewing the [illegible] information.

I am sure that the [illegible] will be resolved to the satisfaction of all concerned parties.

Very respectfully,
[Illegible Signature]

[Illegible Title]
[Illegible Name]

[Illegible Date]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

March 11, 1970

Royal Typewriter Company, Inc.
Division of Litton Industries
1700 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This refers to our letter of July 9, 1969, establishing a blanket purchase arrangement (No. P&O 160-70) with your company covering the purchase of 200 or more typewriters to be ordered by agencies of this Department during the period ending June 30, 1970.

The basic agreement is hereby amended to read as follows: "This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1970, 100 or more typewriters."

All other terms and conditions of our basic agreement remain in effect.

Please indicate your acceptance of this amendment in the space provided below and return the original to this office.

Sincerely yours,

Frank Gearde, Jr.
Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

ACCEPTED:

Royal Typewriter Company, Inc.

By: *Francis V. Fabrizio* (Signature)
Francis V. Fabrizio (Typed Name)

Date: *March 13, 1970*

THE UNIVERSITY OF CHICAGO
LIBRARY
CHICAGO, ILL.

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(1911)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

April 30, 1970

PLANT AND OPERATIONS MEMORANDUM NO. 117, SUPPLEMENT 6

Procurement of Office Machines and Supplies
Fiscal Year 1970

We have entered into a blanket arrangement with the Federal Supply Schedule contractor listed below.

Pitney-Bowes, Inc., (printing, duplicating or bookbinding machines). See Attachment "BB" for blanket purchase arrangement number and details of the agreement.

The following blanket purchase arrangement has been amended:

P&O-220-70, SCM Corporation. See Attachment "O", Amendment 1 for details of the amendment.

Questions on the above should be directed to this Division. The telephone number is: area code 202, 388-7893 (IDS Code 111, Extension 7893).

Frank Gearde Jr.
Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

DIRECTIVES 6
PROCUREMENT

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

April 14, 1970

Pitney-Bowes, Inc.
1012 - 14th Street, N.W.
Washington, D.C. 20005

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending December 31, 1970, 5 or more printing, duplicating or bookbinding machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-330-70 in accordance with your contract No. GS-00S-81807 (FSC Group 36) with the General Services Administration.

The following provision will govern the handling of orders placed under the above cited blanket purchase arrangement.

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 5 to 24 machines as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders.

THE HISTORY OF THE CITY OF BOSTON

The city of Boston, situated on a peninsula in the northern part of the State of Massachusetts, is one of the most important and populous cities in the New England. It was founded in 1630 by a group of Puritan settlers who sought religious freedom and a better life. The city grew rapidly in the 17th and 18th centuries, becoming a major center of trade and commerce. It was the site of the Boston Tea Party in 1773, a key event in the American Revolution. The city has a rich history and is known for its many landmarks, including the Freedom Trail and the Boston Common. It is also a major center of education, with many universities and colleges. The city is known for its friendly atmosphere and its many parks and green spaces. It is a city that has shaped the course of American history and continues to be a major center of culture and industry.

2.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

Frank Gearde, Jr.
Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

ACCEPTED:

Pitney-Bowes, Inc.

By: *William R. Patton* (Signature) Date: April 15, 1970

William R. Patton (Typed Name)

Title: Director of Government Sales

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

April 23, 1970

SCM Corporation
500 E Street, S.W.
Washington, D.C. 20024

Gentlemen:

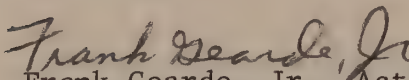
This refers to our letter of July 22, 1969, establishing a blanket purchase arrangement (No. P&O-220-70) with your company covering the purchase of 100 or more adding and/or calculating machines. These machines are to be ordered by agencies of this Department during the period ending June 30, 1970.

Item No. 1 of the basic agreement is hereby amended to read as follows: "1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement and will be written at the 100 or more price as shown in your authorized Federal Supply Schedule price list."

All other terms and conditions of our basic agreement remain in effect.

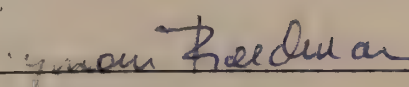
Please indicate your acceptance of this amendment in the space provided below and return the original to this office.

Sincerely yours,


Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

ACCEPTED:

SCM Corporation

By:  (Signature) Date: 4/24/70
Seymour Freedman (Typed Name)
Title: Sales Manager

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 1, 1970

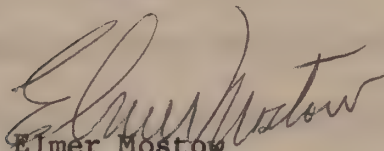
PLANT AND OPERATIONS MEMORANDUM NO. 118

Delineation of Responsibilities

In order to balance the workload in the office, the following changes in operating responsibility are effective immediately.

Assistant Director W. Hayden Owens will be responsible for the Real Estate Management Division and the Contract and Procurement Management Division.

Assistant Director John J. Keaney will be responsible for the Service Operations Division, the Secretary's Records and Communications Division, and the Supply and Property Management Division.


Elmer Mostow
Director

DIRECTIVE 6

ORGANIZATION 4

OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20540

JUL 7 - 1977

PLANT AND OPERATIONS MEMORANDUM NO. 1000

Reassignment of Responsibilities

In order to balance the workload in the office, the following changes in operating responsibility are effective immediately.

Assistant Director L. Hayden Owens will be responsible for the Real Estate Management Division and the Contract and Procurement Management Division.

Assistant Director John J. Keeney will be responsible for the Service Operations Division, the Secretary's Records and Communications Division, and the Supply and Property Division.

Limer A. St.
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 29, 1970

PLANT AND OPERATIONS MEMORANDUM NO. 119

Procurement of Office Machines and Supplies
Fiscal Year 1971

FILED
OFFICE OF
PLANT AND OPERATIONS
Director's Files

Most Federal Supply Schedule contracts for office machines, and some supply type contracts, offer substantial discounts on quantity purchases. We have concluded Blanket Purchase Arrangements with the following Federal Supply Schedule contractors. These arrangements permit placement of orders on a Department-wide basis and will enable all Agriculture agencies to obtain quantity discounts during Fiscal Year 1971. See attachments as indicated for blanket purchase arrangement numbers and details of the agreements.

1. Facit-Odhner, Inc. (typewriters) - Attachment "A".
2. Facit-Odhner, Inc. (adding and calculating machines) - Attachment "B".
3. Memorex Corporation (magnetic tape cartridges) - Attachment "C".
4. Monroe (adding and calculating machines) - Attachment "D".
5. Olivetti Underwood Corporation (typewriters) - Attachment "E".
6. Olivetti Underwood Corporation (adding and calculating machines) - Attachment "F".
7. Olympia USA, Inc. (typewriters) - Attachment "G".
8. Remington Rand Office Machine Division, Sperry Rand Corporation (adding and calculating machines) - Attachment "H".
9. Royal Typewriter Company, Inc. (typewriters) - Attachment "I".
10. SCM Corporation (adding and calculating machines) - Attachment "J".
11. Friden Division, The Singer Company (adding and calculating machines) - Attachment "K".
12. Sony Corporation of America (electronic calculators) - Attachment "L".
13. Victor Comptometer Corporation (adding and calculating machines) - Attachment "M".

DIRECTIVES

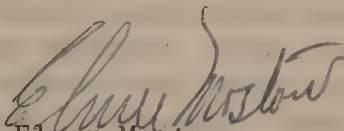
With the exception of the following, all blanket purchase arrangements issued during Fiscal Year 1970 under Plant and Operations Memorandum 117 expired June 30, 1970. These arrangements, even though issued during FY70, expire as indicated during FY71.

1. Itek Business Products (offset platemaking supplies) blanket arrangement No. P&O-290-70, expires September 30, 1970.
2. Nashua Corporation (copy machine paper and toner) blanket arrangement No. P&O-310-70, expires December 31, 1970. Effective June 8, 1970, Nashua amended its contract with GSA lowering the per pound price for toner in certain categories and also changing package size from 2 lb. to 2-1/2 lb. containers. Our quantity discount with Nashua remains the same which is at the 1398 or more carton price. When ordering toner from Nashua, you should use the pricelist dated June 8, 1970.
3. A.M. Gear and Associates, Inc. (transparency film) blanket arrangement No. P&O-320-70, expires December 31, 1970.
4. Pitney-Bowes, Inc. (printing, duplicating or bookbinding machines) blanket arrangement No. P&O-330-70, expires December 31, 1970.

As additional blanket purchase arrangements are established with other Federal Supply Schedule contractors, they will be announced in supplements to this memorandum. These will be issued by the Chief, Supply and Property Management Division.

It is not the intent of this memorandum to favor the equipment or supplies of one company over that of another. Rather, it is a means whereby agency purchasing officers may take advantage of the maximum discounts available under Federal Supply Schedule contracts. The responsibility for acquiring office machines and supplies at the least cost to the Government, all factors considered in accordance with Section 101-26.408 of the Federal Property Management Regulations, rests with agency purchasing officers. They are expected to faithfully exercise that responsibility.

Questions concerning this memorandum or implementation of the arrangements involved should be directed to the Supply and Property Management Division of this office, Area Code 202 - 388-7893.


Elmer Mostow
Director

Attachments

At 11:00 AM, Monday, 10/1/70.

The following information was received from the
Washington Field Office on 10/1/70. It was
stated that the information was obtained from
a confidential source who has provided reliable
information in the past. The source stated
that the information was obtained from a
person who is in the field of the
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person who is in the field of the
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At 11:00 AM, Monday, 10/1/70.
The following information was received from the
Washington Field Office on 10/1/70.

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Washington Field Office on 10/1/70.

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Washington Field Office on 10/1/70.

Supply and Property Management.

The following information was received from the
Washington Field Office on 10/1/70.

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Washington Field Office on 10/1/70.

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Washington Field Office on 10/1/70.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 7, 1970

Facit-Odhner, Inc.
2139 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 25 or more typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-170-71 in accordance with your contract No. GS-OOS-82927 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 25 to 99 machines as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

Page 1

The first part of the report deals with the general situation of the country. It is a very interesting and informative study of the country's development.

The second part of the report deals with the economic situation of the country. It is a very interesting and informative study of the country's economic development.

The third part of the report deals with the social situation of the country. It is a very interesting and informative study of the country's social development.

The fourth part of the report deals with the political situation of the country. It is a very interesting and informative study of the country's political development.

The fifth part of the report deals with the cultural situation of the country. It is a very interesting and informative study of the country's cultural development.

The sixth part of the report deals with the environmental situation of the country. It is a very interesting and informative study of the country's environmental development.

The seventh part of the report deals with the international situation of the country. It is a very interesting and informative study of the country's international development.

The eighth part of the report deals with the future of the country. It is a very interesting and informative study of the country's future development.

The ninth part of the report deals with the conclusion of the report. It is a very interesting and informative study of the country's conclusion.

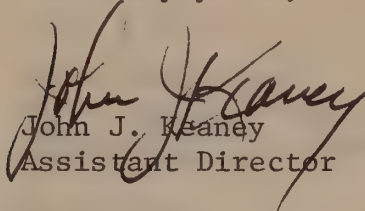
The tenth part of the report deals with the appendix of the report. It is a very interesting and informative study of the country's appendix.

2.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

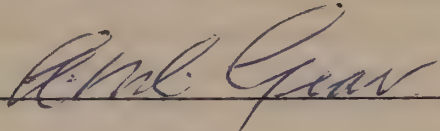
Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,


John J. Keane
Assistant Director

ACCEPTED:

Facit-Odhner, Inc.

By:  (Signature) Date: 7/17/70

A. M. Gear (Typed Name)

Title: Director, Federal Government Sales



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 7, 1970

Facit-Odhner, Inc.
2139 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 25 or more adding machines and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-160-71, in accordance with your contract No. GS-OOS-83030 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 25 to 199 machines as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

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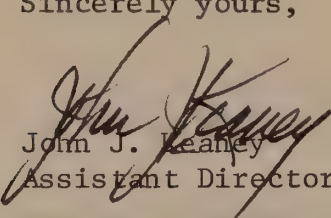
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6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

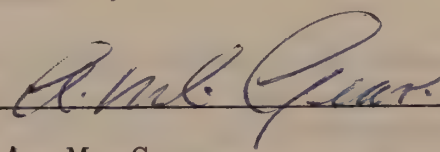
Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,


John J. Keane
Assistant Director

ACCEPTED:

Facit-Odhner, Inc.

By:  (Signature) Date: 7/17/70
A. M. Gear (Typed Name)

Title: Director, Federal Government Sales

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 22, 1970

Memorex Corporation
4905 Delray Avenue
Bethesda, Maryland 20014

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your corporation during the period ending June 30, 1971, 750 or more magnetic tape cartridges, 50 or 100 ft. each for use in the Magnetic Tape Selectric Typewriter. These purchases will be made under Blanket Purchase Arrangement No. P&O-220-71 in accordance with your contract No. GS-00S-82932 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 750 or more magnetic tape cartridges as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your corporation at the Bethesda, Maryland address.
3. Your corporation will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

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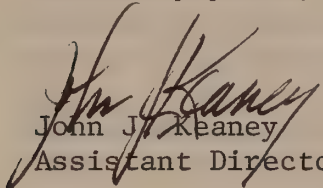
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6. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.
7. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,


John J. Keaney
Assistant Director

ACCEPTED:

Monroe

By: C. H. Mauvais (Signature) Date: 7/6/70
C. H. Mauvais (Typed Name)

Title: Manager

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 18, 1970

Olivetti Underwood Corporation
1146 - 19th Street, N.W.
Washington, D.C. 20036

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 65 or more typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-120-71 in accordance with your contract No. GS-OOS-82934 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the 61 and up price for electric typewriters or the 65 - 165 price for manual typewriters as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

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6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

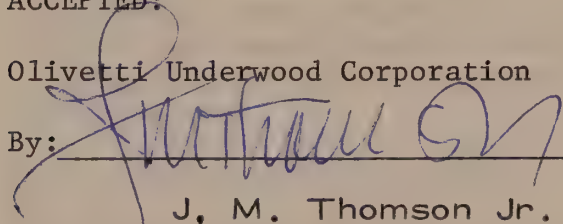
Sincerely yours,

Frank Gearde, Jr.

Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

ACCEPTED:

Olivetti Underwood Corporation

By: 

(Signature) Date: ~~6/22/70~~ 6/22/70

J, M. Thomson Jr. (Typed Name)

Title: Manager Federal Government Marketing



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 18, 1970

Olivetti Underwood Corporation
1146 - 19th Street, N.W.
Washington, D.C. 20036

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 150 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-110-71 in accordance with your contract No. GS-00S-83051 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the 150 and up price as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

2.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,

Frank Gearde, Jr.

Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

ACCEPTED:

Olivetti Underwood Corporation

By:

J. M. Thomson Jr.

(Signature)

Date: June 19, 1970

J. M. Thomson Jr.

(Typed Name)

Title: Manager Federal Government Marketing

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

JUL 2 1970

Olympia USA, Inc.
Box 22
Somerville, New Jersey 08876

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 50 or more typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-130-71 in accordance with your contract No. GS-00S-82935 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the address noted above.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

JUL 6 - 1970

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

11

The first part of the report describes the experimental work carried out during the past year. The results of the experiments are given in the following table. The second part of the report discusses the results of the experiments and compares them with the results of other workers in the field. The third part of the report discusses the theoretical aspects of the problem and compares the results of the experiments with the theoretical predictions.

The results of the experiments show that the rate of reaction is proportional to the concentration of the reactants. This is in agreement with the theoretical predictions. The results also show that the rate of reaction is independent of the concentration of the products. This is also in agreement with the theoretical predictions.

The results of the experiments also show that the rate of reaction is proportional to the square of the concentration of the reactants. This is in agreement with the theoretical predictions.

The results of the experiments also show that the rate of reaction is independent of the concentration of the products. This is also in agreement with the theoretical predictions.

The results of the experiments also show that the rate of reaction is proportional to the square of the concentration of the reactants. This is in agreement with the theoretical predictions.

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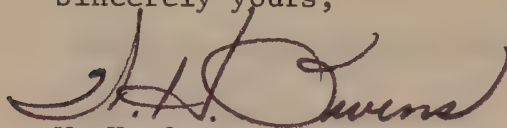
The results of the experiments also show that the rate of reaction is independent of the concentration of the products. This is also in agreement with the theoretical predictions.

2.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,



W. H. Owens
Assistant Director

ACCEPTED:

Olympia USA, Inc.

By: Sterling V. Hiles

(Signature) Date: July 20, 1970

Sterling V. Hiles

(Typed Name)

Title: Contract Administrator



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 8, 1970

Remington Rand Office Machine
Division
Sperry Rand Corporation
2121 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 100 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-190-71 in accordance with your contract No. GS-OOS-83055 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the 100 to 199 quantity as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

10-11-1944

My dear Mr. [Name],

I have just received your letter of the 10th inst. and am glad to hear that you are well and happy.

I am sure that you will find the enclosed of interest and hope that it will be of some use to you.

I am, Sir, very respectfully,
Your obedient servant,
[Signature]

Yours faithfully,
[Signature]

I am, Sir, very respectfully,
Your obedient servant,
[Signature]

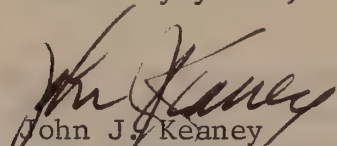
I am, Sir, very respectfully,
Your obedient servant,
[Signature]

2.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

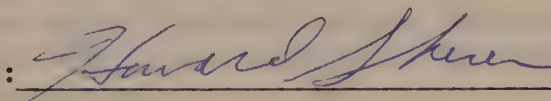
Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,


John J. Keaney
Assistant Director

ACCEPTED:

Remington Rand Office Machines Division
Sperry Rand Corporation

By:  (Signature) Date: 7/13/70
Howard Sherer (Typed Name)

Title: Manager, Adding-Calculating Machines

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 15, 1970

Royal Typewriter Company, Inc.
A Division of Litton Industries
1700 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 100 or more typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-210-71 in accordance with your contract No. GS-00S-82939 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 100 or more typewriters as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount

1. The first part of the report is a general
description of the project and its objectives.
It includes a brief history of the project and
a statement of the purpose of the study.

2. The second part of the report is a detailed
description of the methodology used in the study.
It includes a description of the data sources,
the data collection methods, and the data analysis
methods.

3. The third part of the report is a description of the
results of the study. It includes a description of the
data and a discussion of the findings.

4. The fourth part of the report is a conclusion
and a list of references.

5. The fifth part of the report is a list of
appendices.

6. The sixth part of the report is a list of
figures and tables.

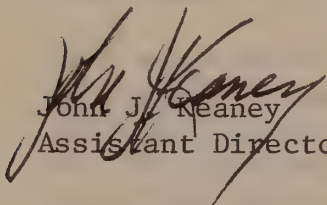
7. The seventh part of the report is a list of
acronyms and abbreviations.

will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

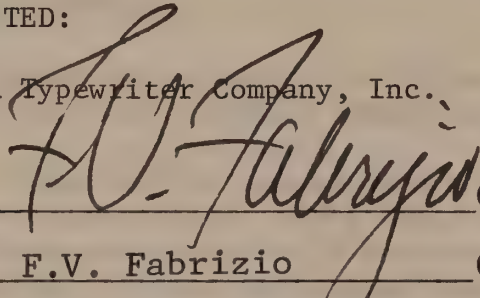
Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,


John J. Keane
Assistant Director

ACCEPTED:

Royal Typewriter Company, Inc.

By:  (Signature) Date: July 28
F.V. Fabrizio (Typed Name)

Title: Director of Federal Marketing

1. The first part of the report
describes the general situation
of the country and the
state of the economy.

2. The second part of the report
describes the state of the
economy and the state of the
economy.

3. The third part of the report
describes the state of the
economy and the state of the
economy.

76. 18 - 1880
(1880 - 1880)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 7, 1970

SCM Corporation
500 E Street, S.W.
Washington, D. C. 20024

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 100 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-140-71 in accordance with your contract No. GS-OOS-83057 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement and will be written at the 100 or more price as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

THE UNIVERSITY OF CHICAGO LIBRARY

1000 S. EAST ASIAN AVENUE, CHICAGO, ILL. 60607-7073

1000 S. EAST ASIAN AVENUE
CHICAGO, ILL. 60607-7073

1000 S. EAST ASIAN AVENUE, CHICAGO, ILL. 60607-7073

1000 S. EAST ASIAN AVENUE, CHICAGO, ILL. 60607-7073

1000 S. EAST ASIAN AVENUE, CHICAGO, ILL. 60607-7073

p 40 11

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 16, 1970

The Singer Company
Friden Division
2100 L Street, N.W.
Washington, D.C. 20037

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 50 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-100-71 in accordance with your contract No. GS-OOS-83033 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 50 or more machines as shown in your authorized Federal Supply Schedule price list.
2. Each ordering office will send original orders directly to The Singer Company, Friden Division, 2100 L Street, N.W., Washington, D.C. 20037.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

2.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

Frank Gearde, Jr.
Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

ACCEPTED:

The Singer Company, Friden Division

By: *William H. O'Conner* (Signature) Date: 6-25-70
William H. O'Conner (Typed Name)

Title: Director of Federal Marketing

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 7, 1970

Sony Corporation of America
Business Products Division
1231 - 25th Street
Washington, D.C. 20037

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your corporation during the period ending June 30, 1971, 25 or more electronic calculators. These purchases will be made under Blanket Purchase Arrangement No. P&O-180-71 in accordance with your contract No. GS-OOS-83060 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 25 to 49 machines as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your corporation at the Washington, D.C. address.
3. Your corporation will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your corporation on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

The following data were obtained from the study of the reaction of the various compounds with the reagent. The results are given in the table below.

The results of the study of the reaction of the various compounds with the reagent are given in the table below.

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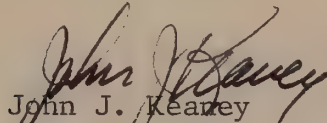
The results of the study of the reaction of the various compounds with the reagent are given in the table below.

2.

6. Your corporation will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,


John J. Kearney
Assistant Director

ACCEPTED:

Sony Corporation of America

By: Clinton S. Thomas (Signature) Date: July 9, 1970
Clinton S. Thomas (Typed Name)

Title: Regional Office



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 9, 1970

Victor Comptometer Corporation
Business Machines Group
1836 Jefferson Place, N.W.
Washington, D.C. 20036

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 100 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-200-71 in accordance with your contract No. GS-OOS-83069 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement.

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 100 or more machines as shown in your authorized Federal Supply Schedule price list.
2. The total amount of orders placed against the cited blanket arrangement will not exceed the maximum order limitation prescribed in your contract with the General Services Administration. Your company will notify this office when the total amount of orders approaches this dollar limitation.
3. Each ordering office will send orders directly to your company at the Washington, D.C. address.
4. Your company will send invoices for payment directly to the billing address shown on each order.
5. Your company will furnish this office, quarterly, with a statement of the dollar amount of orders placed and discounts earned.

There is a great deal of talk about the
importance of the study of the history of the
United States.

It is true that the study of the history of the
United States is a very important part of the
education of every citizen. It is the only way
to understand the present and to prepare for the
future.

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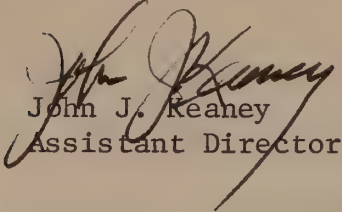
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United States is a very important part of the
education of every citizen. It is the only way
to understand the present and to prepare for the
future.

2.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

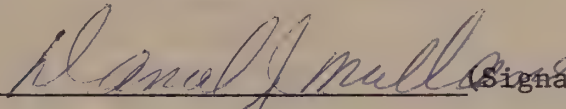
Sincerely yours,


John J. Keane
Assistant Director

ACCEPTED:

Victor Comptometer Corporation

By:

 (Signature) Date: 7/15/70

Daniel J. Mullane

(Typed Name)

Title: Asst. Government Sales Manager

11/11/11

11/11/11

11/11/11

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 28, 1970

FILED
OFFICE OF
PLANT AND OPERATIONS
Director's Files

PLANT AND OPERATIONS MEMORANDUM NO. 119, SUPPLEMENT 1

Procurement of Office Machines and Supplies
Fiscal Year 1971

Arrangements have been concluded with the Federal Supply Schedule contractors listed below, under which they will accept blanket purchase arrangements for FY 1971 that provide for quantity discounts. See attachments as indicated for blanket purchase arrangement numbers and details of the agreements.

1. Burroughs Corporation (adding and calculating machines) - Attachment "N".
2. Pitney-Bowes, Inc. (folding and automatic collating machines) - Attachment "O".
3. Pitney-Bowes, Inc. (addressing, semi-automatic collating, mailing, sealing, opening, counting, imprinting and inserting machines) - Attachment "P".
4. Remington Rand Office Machines Division, Sperry Rand Corporation (typewriters) - Attachment "Q".
5. SCM Corporation (typewriters) - Attachment "R".

Frank Gearde, Jr.
Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

Attachments

DIRECTIVES
PROCUREMENT

1. The first of the following is the

second of the following is the

third of the following is the
fourth of the following is the
fifth of the following is the
sixth of the following is the
seventh of the following is the

eighth of the following is the

ninth of the following is the

tenth of the following is the
(the following is the)

BLACK

the following is the
the following is the

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 24, 1970

Burroughs Corporation
Federal Systems Department
1739 H Street, N.W.
Washington, D.C. 20006

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 25 or more adding and/or calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-270-71 in accordance with your contract No. GS-OOS-83016 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket purchase arrangement number and will be written at the contract price for two or more machines as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office

by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

Frank Gearde, Jr.

Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

ACCEPTED:

Burroughs Corporation

By: *M. C. Goglia* (Signature) Date: *Aug. 25, 1970*
M. C. Goglia (Typed Name)

Title: Manager, Federal Systems Department

Burroughs FSD, Wash., D. C.

AUG 25 1970

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 28, 1970

Pitney-Bowes, Inc.
1012 - 14th Street, N.W.
Washington, D.C. 20005

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 50 or more folding and/or automatic collating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-230-71 in accordance with your contract No. GS-00S-84377 (FSC Group 36) with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

1955

1955

1955

1955

The following is a summary of the work done in the Department of Chemistry during the year 1955. The work was carried out by the following members of the Department: [List of names]

The work was carried out in the following laboratories: [List of laboratories]

The work was supported by the following grants: [List of grants]

The work was carried out in the following laboratories: [List of laboratories]

The work was supported by the following grants: [List of grants]

The work was carried out in the following laboratories: [List of laboratories]

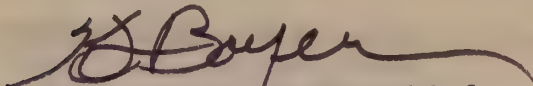
The work was supported by the following grants: [List of grants]

will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,



K. H. Boyer, Acting Chief
Supply and Property Management Division

ACCEPTED:

Pitney-Bowes, Inc.

By: William R. Patton (Signature) Date: 7/29/70

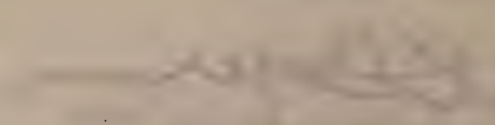
William R. Patton (Typed Name)

Title: Director of Government Sales

THE STATE OF TEXAS, COUNTY OF DALLAS, ss. I, the undersigned, a Notary Public in and for said State, do hereby certify that the within and foregoing is a true and correct copy of the original of the same, as the same appears from the records of said County.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said County, at Dallas, Texas, this 1st day of January, 1901.

Notary Public in and for the State of Texas.


Notary Public in and for the State of Texas.


Notary Public in and for the State of Texas.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 28, 1970

Pitney-Bowes, Inc.
1012 - 14th Street, N.W.
Washington, D.C. 20005

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 50 or more addressing, semi-automatic collating, mailing, sealing, opening, counting, imprinting and inserting machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-240-71 in accordance with your contract No. GS-OOS-83054 (FSC Group 74) with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

1955

The following data were obtained from the study of the reaction of the various compounds with the reagent. The results are given in the table below.

The results of the study of the reaction of the various compounds with the reagent are given in the table below.

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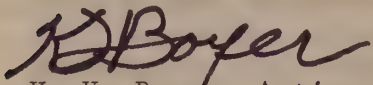
The results of the study of the reaction of the various compounds with the reagent are given in the table below.

will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

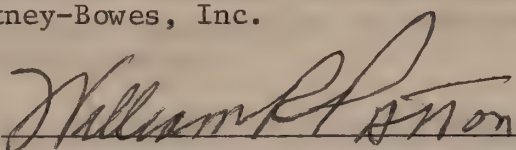
Sincerely yours,



K. H. Boyer, Acting Chief
Supply and Property
Management Division

ACCEPTED:

Pitney-Bowes, Inc.

By:  (Signature) Date: 7/29/70

William R. Patton (Typed Name)

Title: Director of Government Sales

THE BY JOHN COMPANY OR A DIVISION THEREOF
TO THE BOARD OF DIRECTORS
OF THE JOHN COMPANY

your attention to the provisions of the
of the John Company and the effect thereof.

[Signature]

[Signature]

[Signature]

[Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 24, 1970

Remington Rand Office Machines
Division
Sperry Rand Corporation
2121 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 140 or more typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-260-71 in accordance with your contract No. GS-OOS-82937 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office

and if the result of the investigation is that
the person is not a member of the organization,
it is recommended that the person be removed
from the list of members of the organization.

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by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

Frank Gearde, Jr.
Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

ACCEPTED:

Remington Rand Office Machines Division
Sperry Rand Corporation

By: *D. P. Fitzpatrick* (Signature) Date: *8-16-70*

D. P. Fitzpatrick (Typed Name)

Title: *Branch Manager*



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 21, 1970

SCM Corporation
500 E Street, S.W.
Washington, D.C. 20024

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 25 or more typewriters. These purchases will be made under Blanket Purchase Arrangement No. P&O-250-71 in accordance with your contract No. GS-00S-82940 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement and will be written at the 25 to 99 price as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to

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accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below and return the original to this office.

Sincerely yours,

Frank Gearde, Jr.

Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

ACCEPTED:

SCM Corporation

By: *Julian O. Grubbs* (Signature) Date: 24 August 1970
Julian O. Grubbs (Typed Name)

Title: Director, Federal Government Sales

10. 10. 1900

10. 10. 1900

10. 10. 1900

10. 10. 1900

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 24, 1970

PLANT AND OPERATIONS MEMORANDUM NO. 119, SUPPLEMENT 3

Procurement of Office Machines and Supplies
Fiscal Year 1971

We have entered into blanket arrangements with the Federal Supply Schedule contractors listed below.

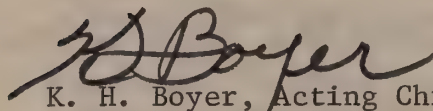
Sharp Electronics Corporation - (calculators). See Attachment "T" for blanket purchase arrangement number and details of the agreement.

National Calculator Systems, Inc. - (calculators). See Attachment "U" for blanket purchase arrangement number and details of the agreement.

The following blanket purchase arrangement has been amended.

P&O-140-71, SCM Corporation. See Attachment "J", Amendment-1 for details of the amendment.

Questions on the above should be directed to this Division. The telephone number is: Area Code 202 - 388-7893 (IDS Code 111, Extension 7893).


K. H. Boyer, Acting Chief
Supply and Property
Management Division

PROCUREMENT

THE UNIVERSITY OF CHICAGO

LIBRARY

1900

THE UNIVERSITY OF CHICAGO

LIBRARY

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THE UNIVERSITY OF CHICAGO

LIBRARY

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 3, 1970

SCM Corporation
500 E Street, S.W.
Washington, D.C. 20024

Gentlemen:

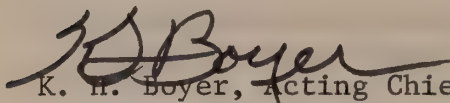
This refers to our letter of July 7, 1970, establishing a blanket purchase arrangement with your company covering the purchase of 100 or more adding and/or calculating machines during the period ending June 30, 1971.

The basic agreement is hereby amended to read as follows: "This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 200 or more adding and/or calculating machines."

All other terms and conditions of our basic agreement remain in effect.

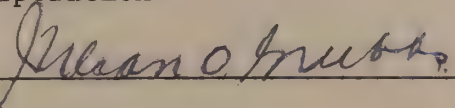
Please indicate your acceptance of this amendment in the space provided below and return the original to this office.

Sincerely yours,


K. H. Boyer, Acting Chief
Supply and Property
Management Division

ACCEPTED:

SCM Corporation

By:  (Signature) Date: 11/6/70
Julian O. Grubbs (Typed Name)

Title: Director, Federal Government Sales

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 12, 1970

Sharp Electronics Corporation
10 Keystone Place
Paramus, New Jersey 07652

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 25 or more calculators. These purchases will be made under Blanket Purchase Arrangement No. P&O-290-71 in accordance with your contract No. GS-OOS-83059 with the General Services Administration.

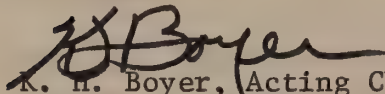
The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket purchase arrangement number and will be written at the contract price for the above quantity as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the above address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.
6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

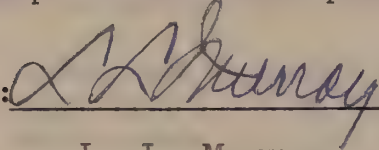
Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,


K. H. Boyer, (Acting Chief
Supply and Property
Management Division

ACCEPTED:

Sharp Electronics Corporation

By:  (Signature) Date: Nov. 12, 1970
L. L. Murray (Typed Name)

Title: Agent

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

November 20, 1970

National Calculator Systems, Inc.
11308 Grandview Avenue
Wheaton, Maryland 20902

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 25 or more Canon electronic calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-300-71 in accordance with your contract No. GS-OOS-83018 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for the following as shown in your authorized Federal Supply Schedule price list.

Models 162, 162P and 163 - 25 or more

All other models will be ordered at the 1-24 unit price. Orders for machines at the 1-24 price will count toward the total quantity count.

2. Each purchasing office will send orders directly to your company at the above address.
3. Your company will send invoices for payment directly to the billing address shown on each order.

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under the arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.
6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,

Frank Gearde, Jr.

Frank Gearde, Jr., Acting Chief
Supply and Property
Management Division

ACCEPTED:

National Calculator Systems, Inc.

By: *John W. Gomolisky* (Signature) Date: 11-23-70
John W. Gomolisky (Typed Name)

Title: President

1. The first part of the report
2. The second part of the report

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 5, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 119, SUPPLEMENT 4

Procurement of Office Machines and Supplies
Fiscal Year 1971

FILED
OFFICE OF
PLANT AND OPERATIONS
Director's Files

We have established a blanket purchase arrangement with the Nashua Corporation (Attachment "V", BPA P&O-310-71) for electrostatic photocopy paper, BD220 toner, Xerographic toner and for Xerographic transparency film.

The following is provided to assist you in ordering under this arrangement:

ELECTROSTATIC PHOTOCOPY PAPER. It is recommended that paper be ordered for machines as listed below:

<u>Machine</u>	<u>Paper</u>
SCM Models 33 and 44	L-100
SCM Models 66, 88 and 55	L-302
AM 500 and 750	L-302
AM (Bruning) 2000 and 2100 series	BD-220
Ditto Standard and Autoload	L-302
Apeco Superstats and Ultrastats	L-302
AM (Bruning) 3000 Models	L-500

Item 51-101-4 NASHUA ELECTROSTATIC COPY PAPER
PRICE PER 1000 SHEETS - TYPES L-100 & L-302

Quantity	8x10½	8½x11	8½x14	8x13	11x14	11x17	5½x8½
2,000,000 & Over	11.81	14.03	17.80	16.41	24.42	29.69	7.29

PRODUCTIVE 6
PROCUREMENT

CONFIDENTIAL

MEMORANDUM FOR THE DIRECTOR, FBI

SUBJECT: [Illegible]

Reference is made to the report of the [Illegible] dated [Illegible] at [Illegible].

It is noted that the [Illegible] is [Illegible].

The [Illegible] is [Illegible].

Very truly yours,

[Illegible]

[Illegible]

[Illegible]

[Illegible]	[Illegible]	[Illegible]	[Illegible]
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[Illegible]	[Illegible]	[Illegible]	[Illegible]
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2.

Item 51-101-3 NASHUA ELECTROSTATIC COPY PAPER
FOR USE ON AM 3000 - TYPE L-500
PRICE PER 1000 SHEETS

Quantity	10½x8	11x8½	14x8½	17x11	8½x5½
2,000,000 & Over	16.47	16.47	23.10	36.36	9.00

Item 51-101-3 NASHUA ELECTROSTATIC COPY PAPER
FOR USE ON BRUNING COPYTRON 2000
AND 2100 SERIES - TYPE BD-220
*PRICE PER 1000 SHEETS

Quantity	8x10½	8½x11	8½x14	8x13	11x17	8x21	8x22
1,901,000 & Over	9.88	10.65	13.25	13.20	21.57	21.45	22.45

*Cost of developer included in paper prices, one 2½ lb. container for each 20,000 sheets ordered.

Orders for paper should be for a minimum of 5,000 sheets, if practicable and should specify paper type or machine make and model. Orders for mixed types and sizes will be accepted.

BD-220 TONER. For AM Model 2000 and 2100, BD-220 toner is required. This toner is available from Nashua under the blanket arrangement at \$17.00 per lb. (Approximately 4,000 copies per lb.)

ADDITIONAL INFORMATION. Except for the AM 500, 3000, 750 and Ditto Standard and Autoload, Nashua has chemicals available to process copy paper in the above listed machines. For SCM Models 33, 44, 66 and 88, Nashua has available a unit pack of 11 quarts of dispersant and 2 cartridges of toner at \$12.50 per unit pack. This pack will process approximately 12,000 copies.

For Apeco machines a unit pack is also available containing four 2-quart containers of dispersant and two 3-ounce cartridges of toner at \$11.65 per unit pack. This is sufficient for processing approximately 8,000 copies. The above-mentioned chemicals are available from Nashua under their Federal Supply Contract with the General Services Administration; they are not covered by a Department blanket purchase arrangement.

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3.

XEROGRAPHIC TONERS. The following is a breakdown of Xerographic toners available under the blanket arrangement with Nashua (1400 cartons and over)

<u>Type</u>	<u>Xerox Model</u>	<u>Price Per Carton</u>
Type I Standard	813, 330, 914, 720, 2400, 1860 & 1824	2.5 lbs - 10.91
Type II Premium	914, 420, 720, 813 & 330	2.5 lbs - 20.60
Type III Premium	2400	2.5 lbs - 20.60
Type IV Premium	1860 & 1824	2.5 lbs - 20.60
Type V Premium (Dry Ink)	660	2.5 lbs - 27.10
Type V Standard (Dry Ink)	660	2.5 lbs - 13.35
Type VI Premium	3600 & 7000	2.5 lbs - 20.60
Type VII Standard	3600 & 7000	2.5 lbs - 10.91

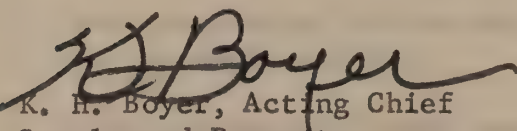
Types I, V and VII Standard toners are recommended for Department usage. The Premium toners, Types II, III, IV, V and VI are also available under the blanket purchase arrangement.

TRANSPARENCY FILM. The blanket arrangement with Nashua Corporation covers the purchase of transparency film for use in making transparencies in any Xerox copier. The price under our blanket purchase arrangement is \$19.45 per box of 100 sheets (8½x11). The film is available at the above prices in clear, red, yellow, blue or green; specify color desired when ordering.

Terms of the Nashua contract provide for a prompt payment discount of 2 percent - 20 days.

The items covered under the blanket arrangement with Nashua must be purchased from this source. Purchases from other than this source must be justified in accordance with FPMR 101-26.408-3. A copy of each such justification should be submitted through agency channels to the Office of Plant and Operations, Supply and Property Management Division.

Questions on the above should be directed to the Supply and Property Management Division. The telephone number is Area Code 202 - 388-7893 (IDS Code 111 - Extension 7893).


K. H. Boyer, Acting Chief
Supply and Property
Management Division

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 5, 1971

Nashua Corporation
2425 Wilson Boulevard
Arlington, Virginia 22201

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending December 31, 1971, the following:

- 1,400 or more cartons of Nashua Xerographic Toner
- 2,000,000 or more sheets of Nashua Electrostatic Copy Paper
- 125 or more pounds of BD220 Toner for use in Bruning Copy Machines
- 150 or more boxes of Xerographic Transparency Film

These purchases will be made under Blanket Purchase Arrangement No. P&O-310-71 in accordance with your contract No. GS-00S-87845 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price established for the above quantities as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the above address.
3. Your company will send invoices for payment directly to the billing address shown on each order.

Along the coast of the Gulf of Mexico

the water is very shallow and the bottom is sandy

and the water is very shallow and the bottom is sandy

the water is very shallow and the bottom is sandy

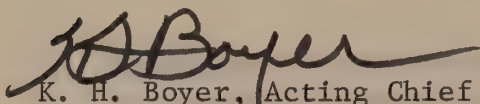
the water is very shallow and the bottom is sandy
the water is very shallow and the bottom is sandy
the water is very shallow and the bottom is sandy

the water is very shallow and the bottom is sandy
the water is very shallow and the bottom is sandy

4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders.
6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely yours,


K. H. Boyer, Acting Chief
Supply and Property
Management Division

ACCEPTED:

Nashua Corporation

By: H P T yon (Signature) Date: Jan. 8, 1971

(Typed Name)

Title: Gov't. Represent

1) The following office is a statement of
the office of the Secretary of the State.

The office of the Secretary of the State is
located in the State Capitol building.

(1874-1897)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

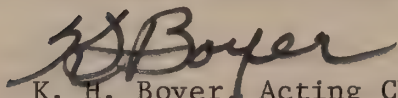
OFFICE OF PLANT AND OPERATIONS

February 4, 1971

PLANT AND OPERATIONS MEMORANDUM NO. 119, SUPPLEMENT 5

Procurement of Office Machines and Supplies
Fiscal Year 1971

A blanket purchase arrangement has been concluded with the Dictaphone Corporation for the period February 4 - June 30, 1971. Attachment "W" to this memorandum contains details of the arrangement.


K. H. Boyer, Acting Chief
Supply and Property
Management Division

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

February 4, 1971

Dictaphone Corporation
2208 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending June 30, 1971, 10 or more calculating machines. These purchases will be made under Blanket Purchase Arrangement No. P&O-320-71 in accordance with your contract No. GS-OOS-83026 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price for 10 to 24 machines as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the Washington, D.C. address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.
5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

1. The first part of the report describes the experimental work carried out during the year 1955. The results of the work are presented in the form of tables and graphs.

2. The second part of the report discusses the theoretical aspects of the work. The results of the calculations are presented in the form of tables and graphs.

3. The third part of the report discusses the results of the work. The results are presented in the form of tables and graphs.

4. The fourth part of the report discusses the conclusions of the work. The results are presented in the form of tables and graphs.

5. The fifth part of the report discusses the future work. The results are presented in the form of tables and graphs.

6. The sixth part of the report discusses the references. The results are presented in the form of tables and graphs.

7. The seventh part of the report discusses the acknowledgments. The results are presented in the form of tables and graphs.

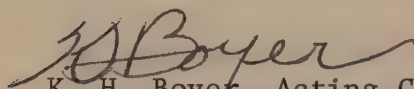
2.

will be billed by your company on a pro rata basis to the billing address shown on the respective orders. If a bill back becomes necessary, the amount due will be billed to each ordering office by no later than June 20, 1971.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

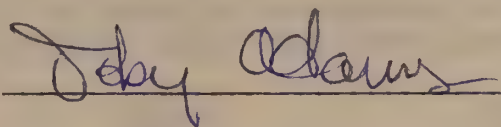
Sincerely yours,


K. H. Boyer, Acting Chief
Supply and Property
Management Division

ACCEPTED:

Dictaphone Corporation

By:



(Signature)

Date:

2/4/71

Toby Adams

(Typed Name)

Title:

Federal Area Mgr.

DIRECTIVES

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

May 10, 1971

FILED
OFFICE OF
PLANT AND OPERATIONS
Director's Files

PLANT AND OPERATIONS MEMORANDUM NO. 119, SUPPLEMENT 7

Procurement of Office Machines and Supplies
Fiscal Year 1971

We have established a blanket purchase arrangement with the Nashua Corporation (Attachment "Y". Blanket Purchase Arrangement No. P&O-310-71) for xerographic developer. Under the terms of this blanket purchase arrangement, all orders for Nashua xerographic developer, even those for a single package, qualify for the 100 or more price offered by Nashua Corporation. Nashua's 100 or more price averages 18 percent lower than Xerox's single package developer price now being charged most users.

The following is a breakdown of xerographic developers and prices available under the blanket arrangement with Nashua Corporation:

<u>Type</u>	<u>Xerox Model</u>	<u>Price Per Charge</u>
XD-6	660, 660I	\$10.90
XD-7	914, 720	11.55
XD-7A	914, 720	14.90
XD-8	813, 330	10.90
XD-24	2400	33.85
XD-36	3600I, 3600III, 7000	71.45

Each Xerox Model 914 and 720 requires the use of both XD-7 and XD-7A Nashua developer. One charge of each type should be stocked at each Model 914 and 720 and replaced as used by the Xerox technical representative.

All other Xerox models should have two developer charges stocked at each machine site. This will insure that the Xerox technical representative has the developer on hand to perform preventative maintenance.

Activities with Xerox machines should inform the Xerox technical representative to use Nashua developer. Failure to do so or failure to have

DIRECTIVES

PROCUREMENT

13-18
1963

THE UNIVERSITY OF CHICAGO PRESS

The University of Chicago Press
publishes books and journals in
the fields of the humanities, social
sciences, and natural sciences.
The Press is also a publisher of
general interest books and
journals.

The University of Chicago Press
is a not-for-profit corporation.

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The University of Chicago Press
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is a not-for-profit corporation.

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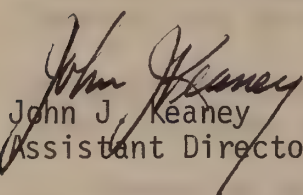
Nashua developer at each site may result in the continued use of a higher priced developer.

For increased savings, orders for Nashua xerographic developer and orders for Nashua's xerographic toner should be combined into a single purchase order whenever practical.

Terms of the Nashua contract provide for a prompt payment discount of 2 percent - 20 days.

Developer for Xerox Models 330, 660, 813, 720, 914, 2400, 3600 and 7000 should be purchased from the Nashua Corporation, unless a lower priced developer is found acceptable. Purchase at higher prices must be justified in accordance with FPMR 101-26.408-3. A copy of each such justification should be submitted through agency channels to the Office of Plant and Operations, Supply and Property Management Division. We have tested xerographic developers from the major suppliers for the 2400 and are now testing on the 3600 and 7000. Preliminary results show that Nashua, Hunt and Xerox developers are satisfactory for our needs, with Nashua's price being the lowest to the Department of Agriculture.

Questions on the above should be directed to the Supply and Property Management Division. The telephone number is Area Code 202 - 388-7893 (IDS Code 111 - Extension 7893).


John J. Keaney
Assistant Director

Attachment

**UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY**

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

May 3, 1971

Nashua Corporation
2425 Wilson Boulevard
Arlington, Virginia 22201

Gentlemen:

This will advise you of the intent of the U.S. Department of Agriculture to purchase from your company during the period ending December 31, 1971, 100 or more charges of Nashua Xerographic Developer. These purchases will be made under Blanket Purchase Arrangement No. P&O-310-71 in accordance with your Contract No. GS-00S-87845 with the General Services Administration.

The following provisions will govern the handling of orders placed under the above cited blanket purchase arrangement:

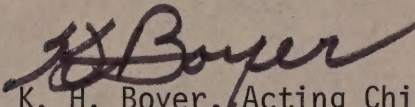
1. Orders may be issued by any ordering office of the Department of Agriculture. Each order will refer to the above blanket arrangement number and will be written at the contract price established for the above quantities as shown in your authorized Federal Supply Schedule price list.
2. Each purchasing office will send orders directly to your company at the above address.
3. Your company will send invoices for payment directly to the billing address shown on each order.
4. No single order placed under this arrangement shall exceed the maximum order limitation prescribed in the above referenced contract.

2.

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders.
6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned.

Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,


K. H. Boyer, Acting Chief
Supply and Property
Management Division

ACCEPTED:

Nashua Corporation

By: G. Philip Tyson (Signature) Date: May 3, 1971
G. Philip Tyson (Typed Name)
Title: Government Representative

5. If the total quantities purchased under this arrangement are not sufficient to qualify for the discount taken, each ordering office, by virtue of having placed orders under this arrangement, agrees to accept a charge for the unearned discount. Such unearned discount will be billed by your company on a pro rata basis to the billing address shown on the respective orders.

6. Your company will furnish this office quarterly a statement of the dollar value of orders placed and discounts earned. Please indicate your acceptance of the provisions of this letter in the space provided below, and return the original to this office.

Sincerely,

[Signature]
K. H. Boyer, Acting Chief
Supply and Property
Management Division

ACCEPTED:

Nashua Corporation

By: *[Signature]* (Signature) Date: May 3, 1951
E. Philip Tyson (Typed Name)
Title: Government Representative